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Why Import PowerPoint Presentations?

KnowledgePresenter allows you to import PowerPoint presentations into a lesson. You may do this for several reasons:

- You have existing content in PowerPoint format
- You use PowerPoint for storyboarding
- You have developers that do not have KnowledgePresenter, but create content for your KnowledgePresenter developers.

Once you've imported a PowerPoint lesson in KnowledgePresenter – the rest is up to your imagination and requirements. You'll be able to:

- Add to the PowerPoint content in any way you like;
- Add video and audio at any point in the lesson;
- Create questions and all sorts of interaction;
- Add automatic navigation and indexing, if you wish;
- Add timing;
- Allow it be run directly via a browser – over the web, with no plugins, and no PowerPoint required by the end user.

Basically – you'll be able to bring a fairly static presentation into a totally interactive experience – using all the feature you have at your disposal with KnowledgePresenter v7.

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Prerequisites

You need PowerPoint installed on the machine you are importing on for this feature to work.

Ideally, you would also have a blank lesson open. As the presentation is imported, KP will automatically generate any number of steps that are required to import the presentation.

The end user will not require PowerPoint to play back lessons that originate from imported PowerPoint presentations.

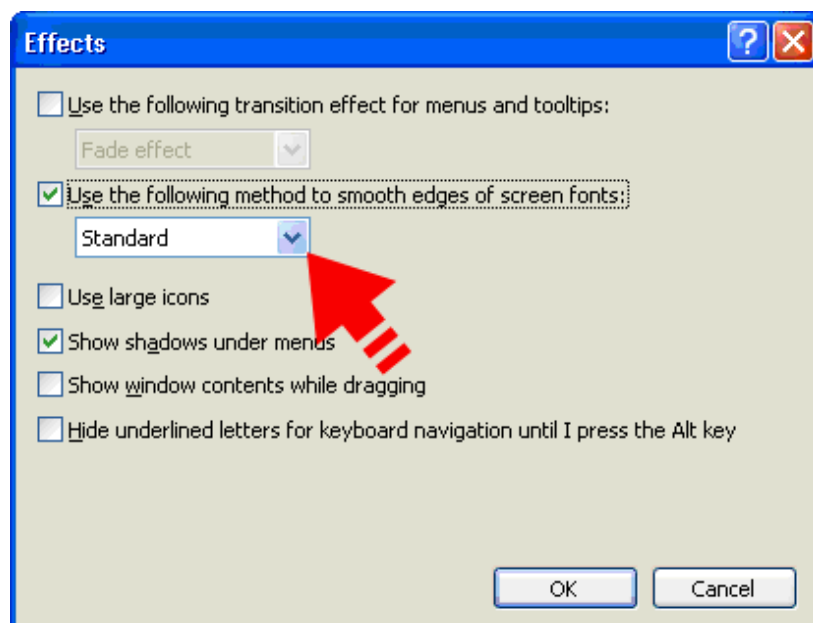
We strongly suggest, that for ease of development, you use the **Auto Navigation** features of KnowledgePresenter when importing PowerPoint presentations. This means all the navigation is done for you.

Font Smoothing

You'll get much better results, especially in relation to tables, graphs and other objects from a PowerPoint presentation (as well as text), if **font smoothing** in Windows is turned on. This ensures Windows renders text at a higher quality. Version 7.0.177 and above of KP will enable this by default.

In Windows 2000, and XP, this is done in the following way:

- Right-click on a blank area of the desktop, and choose **Properties** from the menu that appears.
- Choose the **Appearance** tab.
- Click on the **Effects** button.



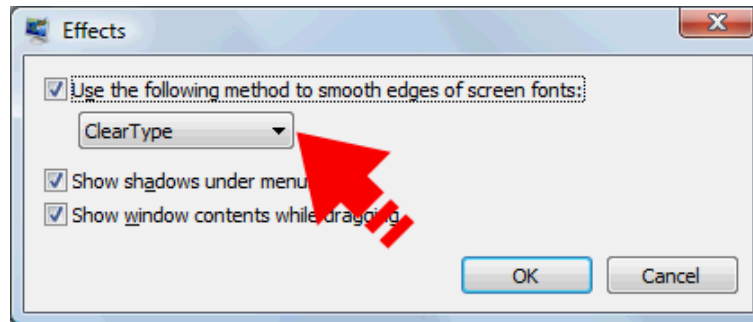
- Ensure that the **Use the following method to smooth edges of screen fonts** is either set to **Standard**, or **ClearType**.
- Click on **OK**, and **OK** again.
- Restart KP.

In Vista, this will probably be enabled by default. But if not, this can be set by:

- Right-click on a blank area of the desktop, and choose **Personalize** from the menu that appears.
- Choose the **Windows Color and Appearance** option.
- Choose **the Open classic appearance properties for more color options** option.

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- Click on the **Effects** button.



- Ensure that the **Use the following method to smooth edges of screen fonts** is either set to **Standard**, or **ClearType**.
- Click on **OK**, and **OK** again.
- Restart KP.

Suggested Canvas Size

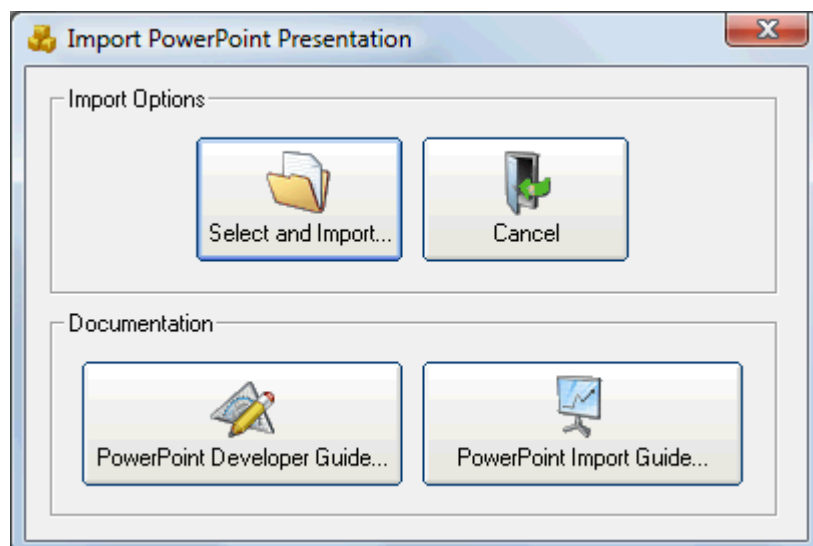
For best results, use a canvas size with a 4:3 aspect ratio, like 640 x 480, or 720 x 540, or 800 x 600.

Suggested Version of PowerPoint

This does not really matter, although the newest versions of PowerPoint do support extra features that can be imported. We do notice, however, that PowerPoint 2007 imports faster than earlier versions – although this may be because this version of PowerPoint tends to be loaded on faster, more capable computers.

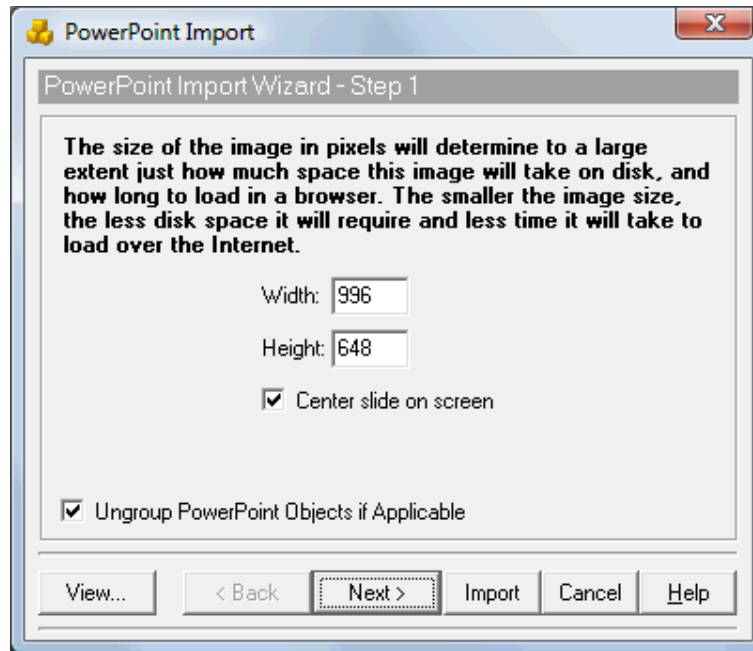
How do I import a PowerPoint Presentation?

This part is simple. Use the **PowerPoint** button in the main toolbar. You'll see this dialog box:



Use the **Select and Import** button, and then select the PowerPoint document you want to import. You'll then see this dialog box.

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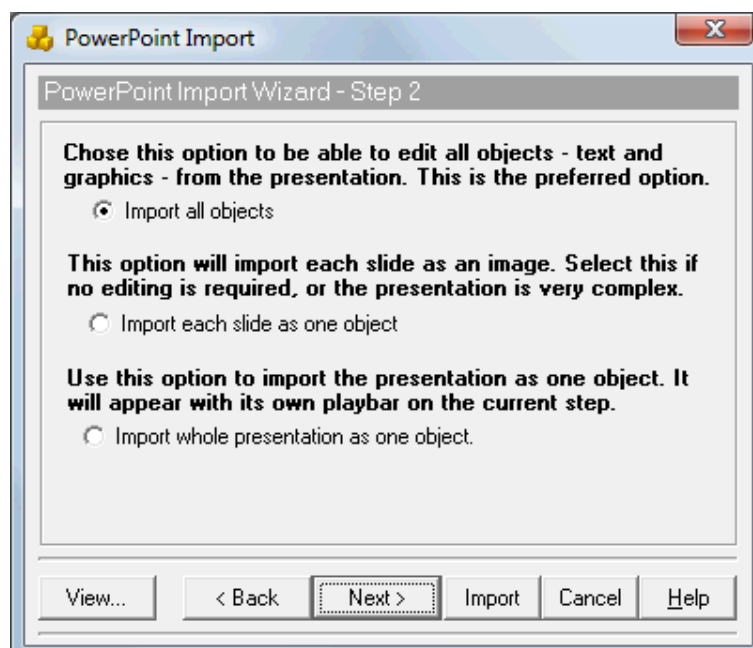


You can then use the **Next** button to progress through the wizard, or use **Import** to import the presentation using default, or last used settings.

On this first screen, we recommend you keep the Width and Height as they are. This ensures it fills the entire canvas.

The **Ungroup PowerPoint Objects if Applicable** option will, during import, ungroup any objects found in the PowerPoint presentation. Use this to ensure as much as is possible is editable in KP after import. For example, in PowerPoint, you may group an image, and a caption for that image. If you ungroup during import, the image and caption are imported separately, and the caption can be edited. If you do not ungroup, the image and caption are imported together, as an image.

There is one important screen to look at here – one that determines how the lesson is imported. This is the second screen in this wizard. Use the **Next** button from the dialog box above to see the screen below.



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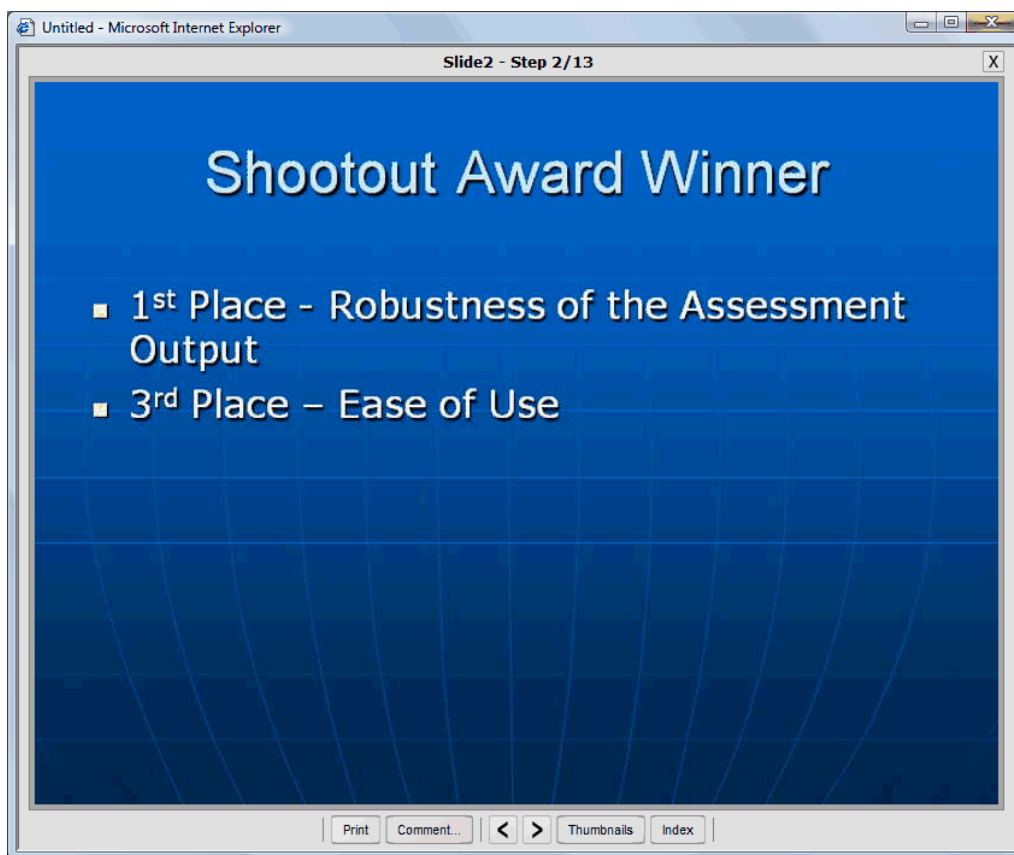
There are several choices here. The choice you make determines how the presentation will import, and how it will be able to be edited.

Option 1 – Import All Objects. This is the best, but probably the slowest import method. Using this method, each object is imported individually, and the text objects will be able to be edited in KnowledgePresenter.

Using this method, KP converts each object to a KP formatted object. So there may be minor differences in how objects look. Shortly, we'll look at what these may be.

Option 2 – Import Each Slide as One Object. This method is the quickest, and will result in the most accurate import method. Each slide is imported as an image. So each slide is a single object, and can be moved around, have events applied to them, and more.

Using this method, the presentation, once imported, should look exactly like it did in PowerPoint. See an example below. Here, we've turned on Auto Navigation.

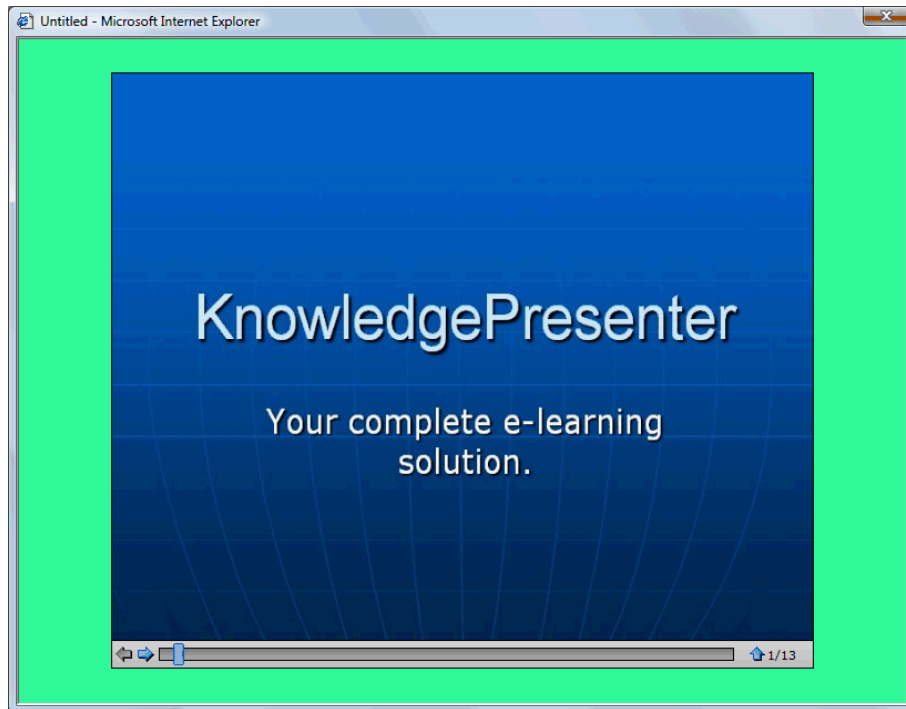


See the **Why Not Import as Images?** section at the bottom of this White Paper for more information on this option.

Option 3 – Import Whole Presentation As One Object. Using this method, the entire presentation is imported as a single object. It will play back on the current slide. The end user will be able to navigate backwards and forwards through the presentation using supplied navigation commands.

It will look very, very similar to the original presentation. Once played back in a browser, it will look like the one below:

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This method is best for including PowerPoint presentations as extra information. With this method, you cannot add events to individual slides.

What imports, and what does not?

KnowledgePresenter and PowerPoint are two different products. They have different feature sets and different capabilities. So a PowerPoint lesson imported in KnowledgePresenter (one that allows all objects to be edited) are going to be a little different, and may require some checking, or editing.

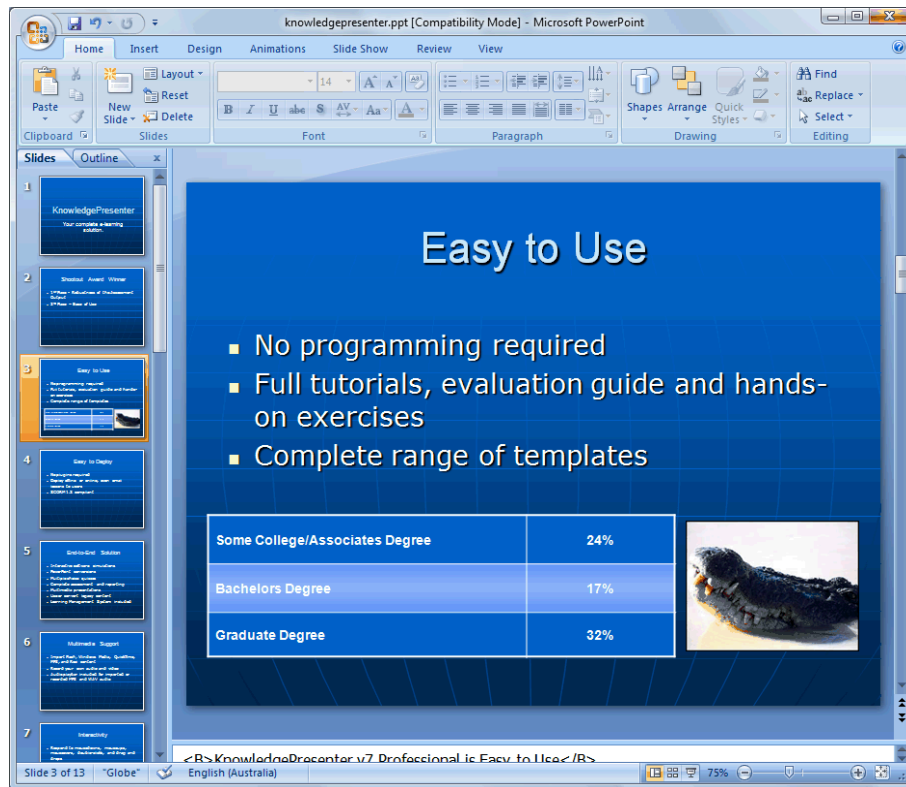
In addition, importing a PowerPoint presentation into KP allows that lesson to be played back via a browser. This is not possible with PowerPoint (native browser support), and certainly not possible at all unless the end user has PowerPoint or some form of PowerPoint player.

In order to allow the lesson to be played back in a browser, some minor changes may be necessary during import.

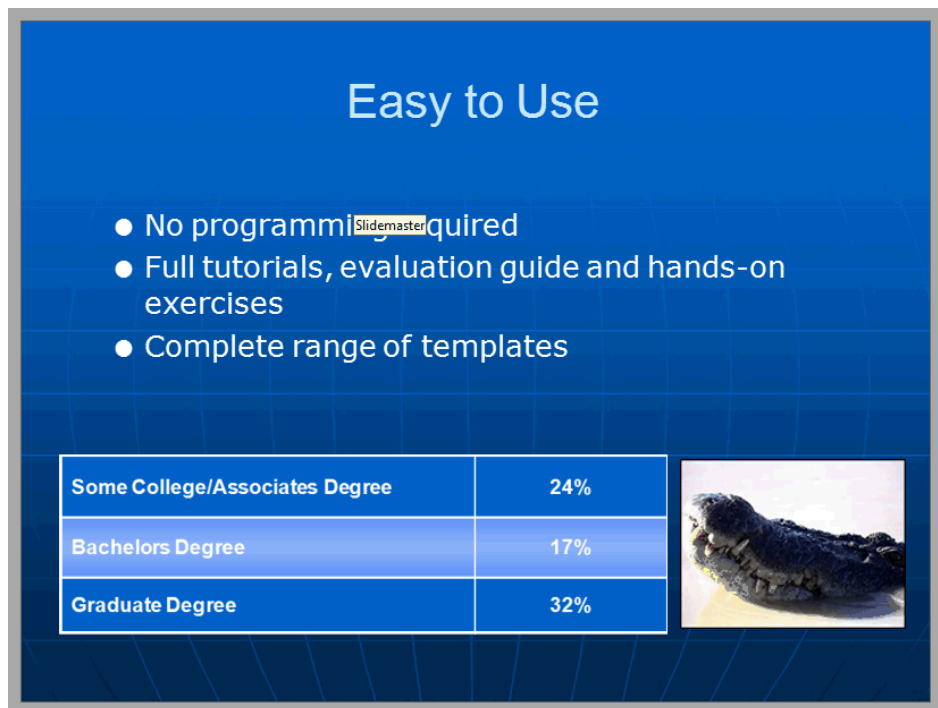
- Sometimes these differences are a result of the canvas size you have in KnowledgePresenter being a different ratio to the PowerPoint presentation you created, and KP has to change dimensions on the fly.
- Sometimes these differences are a result of differing feature sets. For example, PowerPoint allows text within the same text object to change font size. KP does not fully support this, although bullets can be set to different sizes. In this case, KP estimates the best size for the text.
- Tables and graphs are imported as images.
- WordArt currently imports as normal text, but this will change shortly, so that it imports as an image exactly as it appears in PowerPoint.
- Some Multimedia, such as Flash files, sound effects, video, and some animations will not import from the PowerPoint presentation. Audio, however, will generally be able to be imported.
- Some movement features of PowerPoint, such as path animation, will not be imported, or will be converted to the closest possible KnowledgePresenter equivalent.

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- Links from slide to slide or to external web pages should come through fine.
- Added audio should come through fine.



Above, you can see a slide from the PowerPoint original...



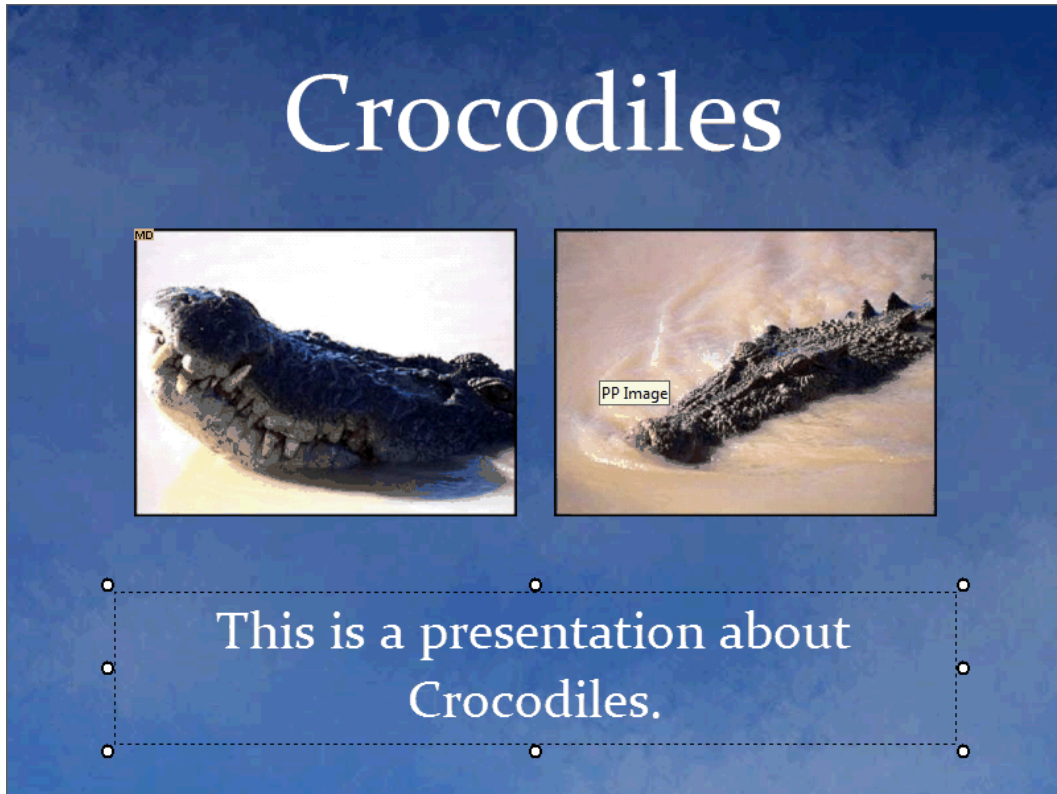
Above, this is how it appears once imported into KP.

In the example above, the results are almost identical to the original PowerPoint presentation.

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Links

In PowerPoint, you can create links on objects that allow you to move from slide to slide, and back. KP will (as of Version 7.0.186) respect these links. Once imported, they will look something like this:



In the screen shot above, which is Slide 1 in our presentation, the image on the left has a link that links to Slide 2 in the presentation. See the small **MD** at the top left of the image? This indicates an event has been applied automatically. If you move the mouse over this object, you'll see this:



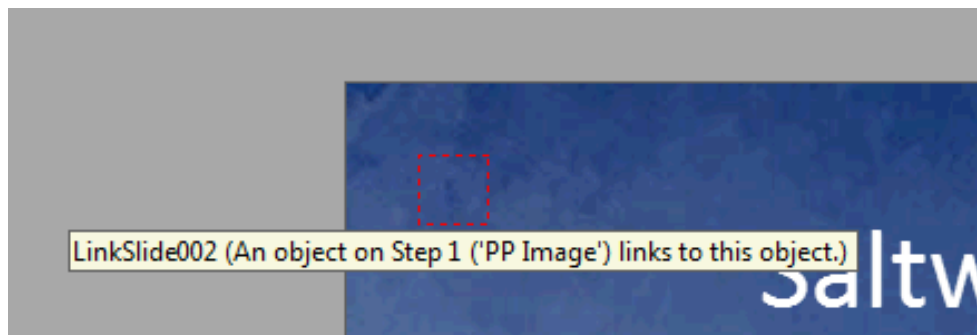
The tooltip tells you what this event is. In this case, it tells us that this object is linking to an object on Step 2, called **LinkSlide002** (KP links to objects, rather than specific slides. This allows you to move the objects around, and maintain the links).

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If we move to Step 2, we see this:



See the small hotspot (red dotted square at the top left)? This is the object that the picture on step 1 is linking to. If you move the mouse over this hotspot:



It tells you what object is linking to this one.

Because of the way KP links directly to objects, no matter where you move this step, or the first step, or not matter how many other steps you create or remove, this link will remain intact from the first slide to this slide.

To edit any events, select the object that has the event (in this case, on Step 1). Then select the **Objects / Events** command.

Audio

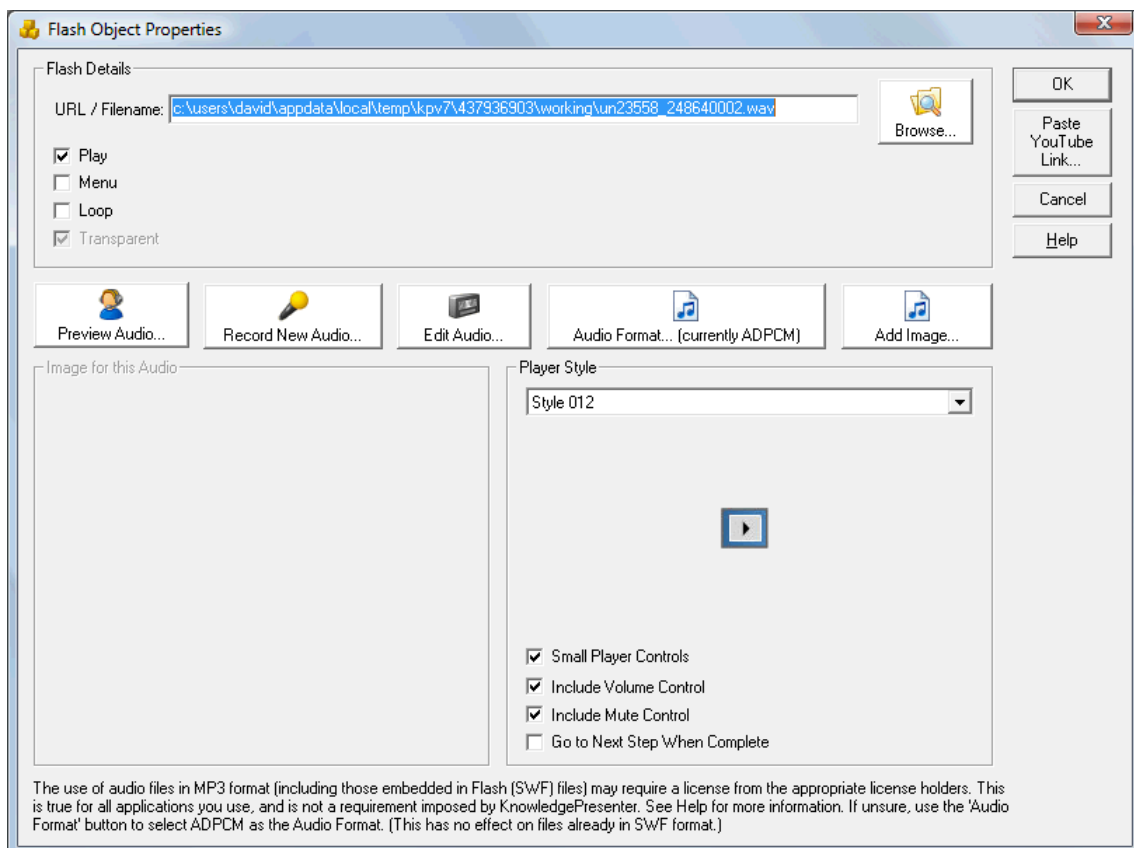
If you insert audio, or record audio directly in a PowerPoint presentation, it will be converted to a KnowledgePresenter audio object in KnowledgePresenter during import, if possible.

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When KnowledgePresenter imports an audio file, which is essentially what happens during the import of the PowerPoint presentation that contains the audio, it converts it to Flash object when the KnowledgePresenter lesson is exported. In the development phase, you will be able to edit the audio if you have an external audio editor, change the playbar appearance and properties, and of course change things such as position, size, etc.

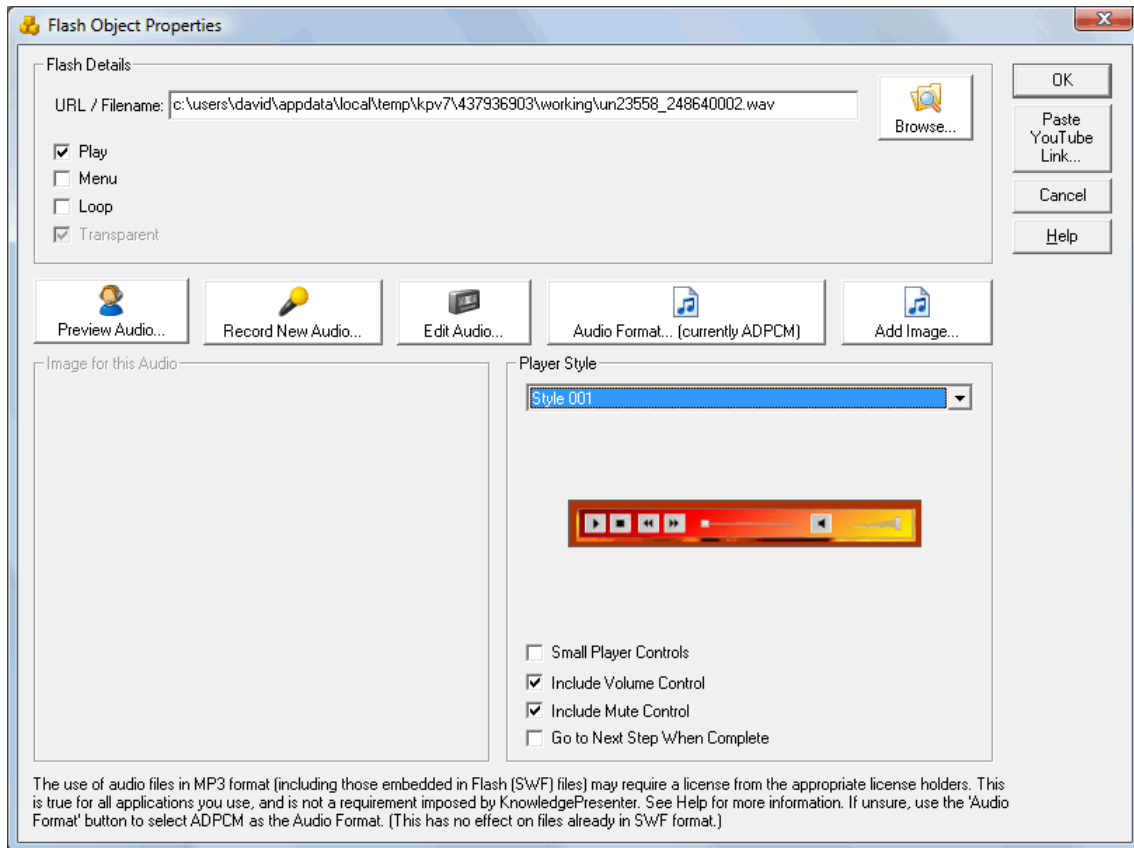


Above, you can see how the audio may look, by default, after the presentation is imported into KnowledgePresenter. If you double-click on this audio object to edit its properties, you'll see this dialog box:



From here, you can edit all sorts of things about that audio – how it looks, how it behaves, etc.

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Above, we've changed the appearance of the audio playbar.

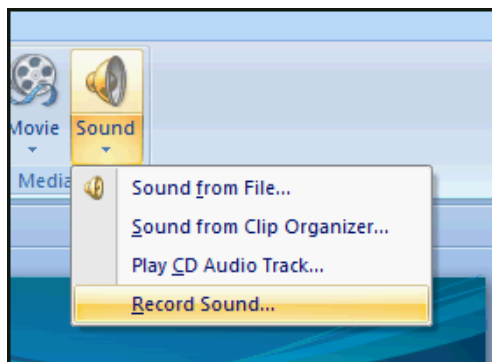
Tips for Audio in PowerPoint Presentations.

In PowerPoint, you generally get audio in in one of two ways. Importing, and recording directly. Imported audio objects are fine, and require nothing special.

When recording audio, there is one thing you should do during the record process to ensure KnowledgePresenter can determine what sound is associated with what object.

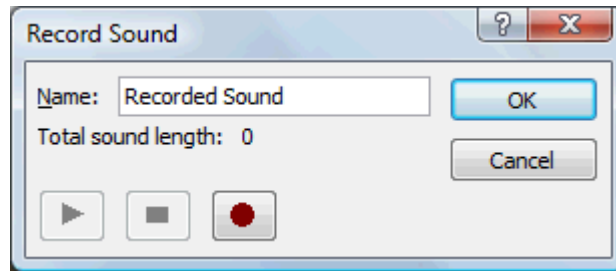
Below, we look at the process by which sound is recorded in PowerPoint 2007. It may be a little different in other versions of PowerPoint, but the concepts should be the same.

First, you select the **Record Sound** command from the **Sound** command in the **Insert** tab.



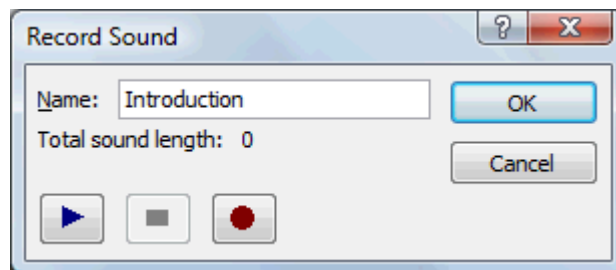
The following dialog box appears.

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This dialog box then allows you to record a sound. But – note the name. By default, PowerPoint will give this audio the name of **Recorded Sound**. This is fine, but KnowledgePresenter requires that each recorded audio has a unique name so that it can be identified during import.

So we recommend that each audio file you record be given a unique name before recording. Below, we give this recorded audio the name of **Introduction**.



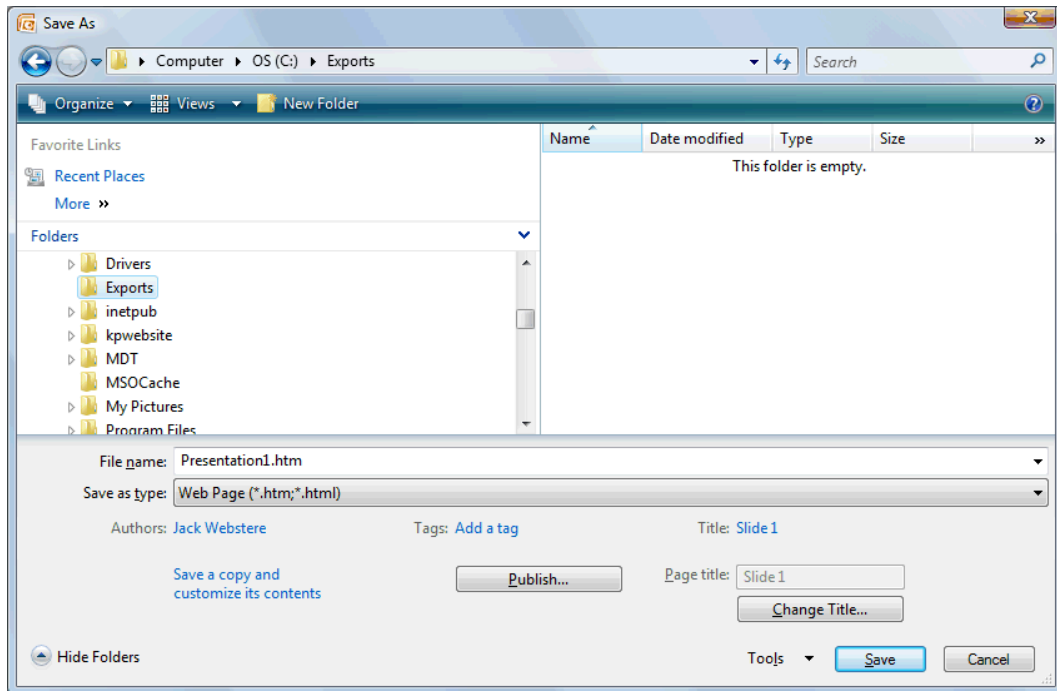
How do I Get Video from a PowerPoint Presentation into KnowledgePresenter?

PowerPoint does not expose the source for embedded video, so at this stage KnowledgePresenter cannot grab this information directly. But KnowledgePresenter can import video in almost all web friendly formats, so there is a way to get the video from the PowerPoint file, albeit not automatically.

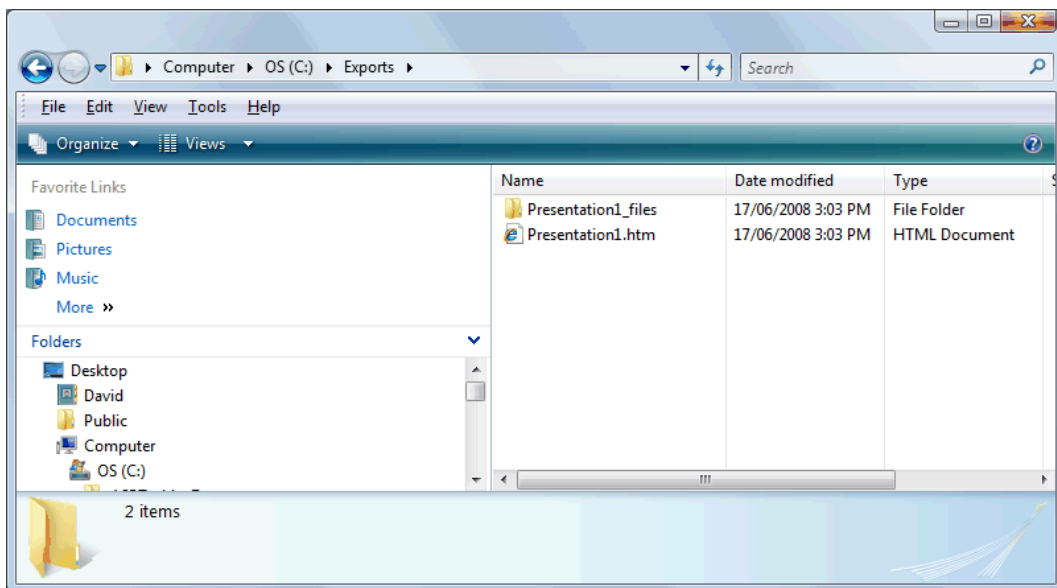
Here is how you can do this.

- Open the PowerPoint Presentation.
- Use the **File / Save As** command in PowerPoint to save the presentation as a *Web Page* (see below). Note where you have saved this file.

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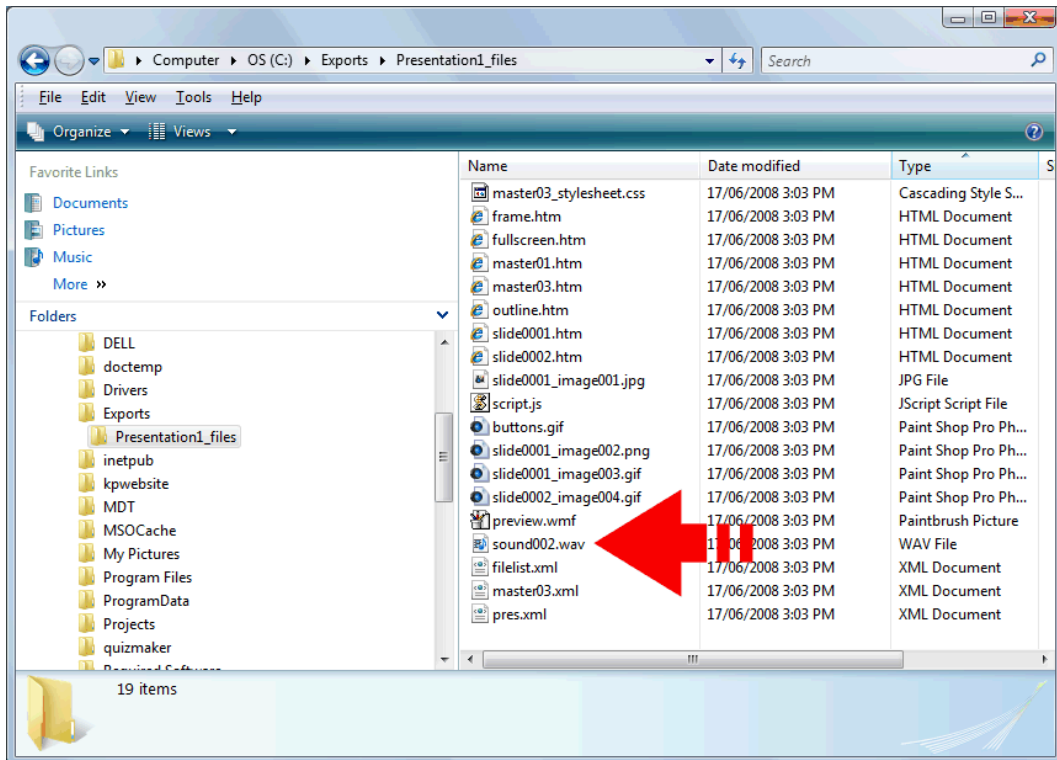


- Open the folder where the HTML version of the PowerPoint file was saved. In this folder, there will be another folder with the same name as the HTML file, but with a _files name on the end of it. So if you saved the presentation in HTML format as **Presentation1.html**, there will be a folder called **presentation1_files**. Open this folder.

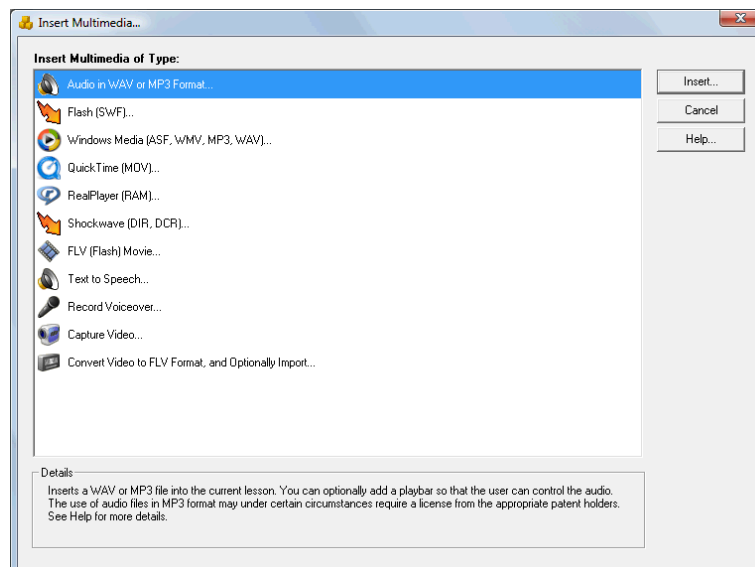


- In this folder, you will see a range of files, including any video files in the presentation. Below you can see an example. Unfortunately, PowerPoint does not always name these files particularly meaningfully, but they are generally numbered from the start of the presentation to the end, so the lower the number of the file, the earlier it appears in the presentation.

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- You can import these files directly into KnowledgePresenter



First, select the **Insert / Multimedia** command in KnowledgePresenter. Select the appropriate Video format, and click on **Insert**.

What can be edited in KnowledgePresenter, and what can not?

Broadly speaking, once a PowerPoint presentation is imported in KP, it becomes one of five types of objects:

A text object. This is what most standard text objects from PowerPoint will become. Occasionally, there will be some differences in formatting, but generally, they will look exactly the same. You can edit these text objects like any other object.

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An image. Almost everything else comes into KP as an image. This includes such things as tables, created graphics, imported images, grouped objects, etc. Generally speaking, you cannot edit images, but you can apply events, change size and position, apply effects, etc. You can certainly resize these images, and apply all sorts of KP effects to these images. Tables and graphs will become images on import.

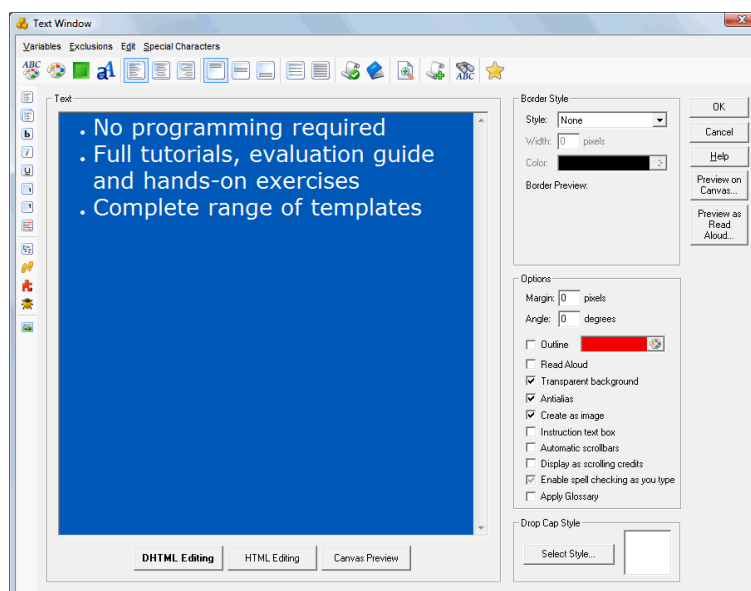
Audio. Imported, and recorded audio clips in PowerPoint slides will come through as WAV files. In KP, these are converted to Flash objects during export, so you'll be able to change things such as playbar appearance, volume control, and even edit the audio in an external audio editor.

Hyperlinks and Hotspots. For events in PowerPoint that link to other slides, KnowledgePresenter may create hotspots to act as both the click point, as well as the target (see **Links** in this paper).

Event Objects. If you 'preapply' events in PowerPoint (this is covered in the PowerPoint Developer's Guide), then objects may be created automatically during import to represent such things as multiple choice, freeform text entry, fill in the blanks, sequence, drop down list, or other object types.

Editing Text Objects

To edit a text object, just double-click on it in KP.



Sometimes KP has to estimate the new size of the text object as it appears in KP. This happens when the aspect ratio changes, or the text object in PowerPoint has a variety of text sizes in it.

Remember that this is now a standard text object, so you can change events, apply options, formatting, movement, anything you like.

A quick way to change and check font size of an object is to:

- Select the text object.
- Select the **View / Toolbars / Text Objects** Toolbar.
- From the Text Objects Toolbar that then appears, use the Increase Font Size and Decrease Font Sizes to get near instant changes reflected on screen. This can often be quicker than double-clicking, editing, and repeating.

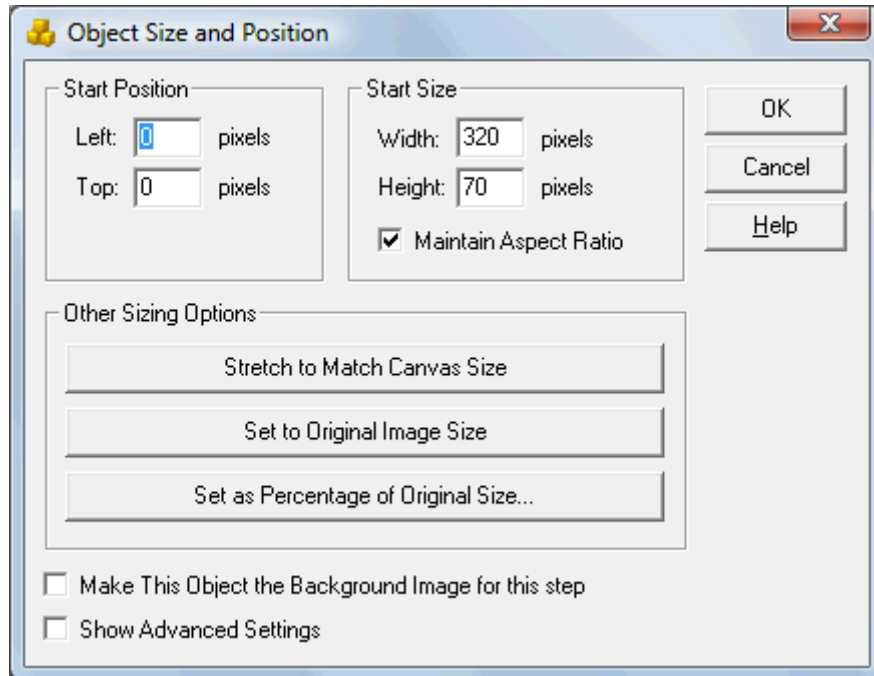
Editing Images

When KP imports images from PowerPoint presentations, it generally imports them at a larger size than is actually required. This allows you to resize the images – perhaps making them larger, and not losing any image quality (in fact, you may gain some). So this means you can generally make any images bigger,

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and still get great quality. For images that were initially tables in PowerPoint, you may sometimes need to make them bigger to be legible.

- You can check the size of the image that KP initially created using these steps:
- Double-click on the image. You'll see this dialog box.



- In the **Start Size** section, you'll see a **Width** and **Height**. This represents the current width and height of the image.
- Click on the **Original Size** button.
- The **Width** and **Height** text boxes now show the size of the source image – so you'll be able to resize at anything up to this size and not lose any quality.

Editing Audio

See the **Audio** section for more details on this.

Updating content from the PowerPoint Presentation

OK, so you've imported your presentation. But something has changed.

Updating Text

To update text in the KP presentation, you can just edit the text as normal.

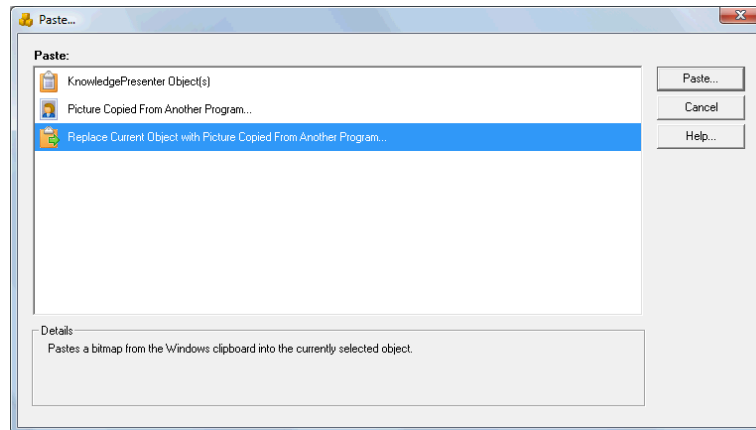
Updating an Image

If an image in the PowerPoint presentation changes, you can simply copy and paste the image from the PowerPoint presentation back into KP. Or if you have the source image, you can simply import it into KP.

Here is a real quick way to update an existing image with a new one.

- Open the presentation in PowerPoint, and select the new image. Choose the **Edit/Copy** command to copy it to the clipboard.
- Move back to KP, and select the image in the KP lesson you want to update.
- Select the **Edit / Paste** command.

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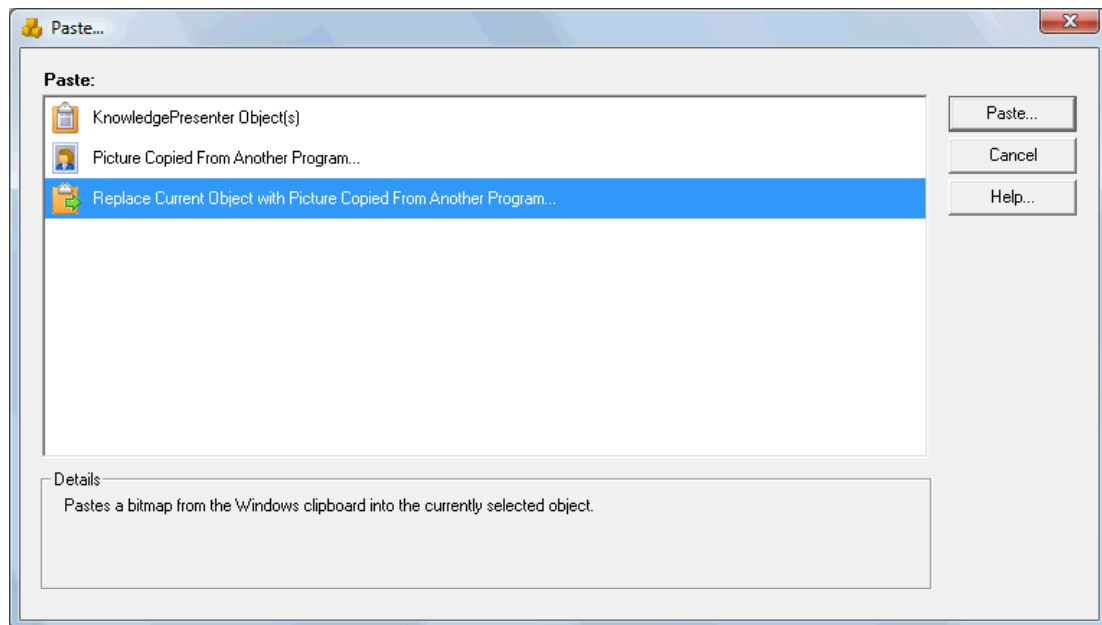


Select the **Replace Current Object with Picture Copied from Another Program**. Then select **Paste**. The image from the clipboard replaces the current image. All other settings remain in force, such as movement, effects, appearance delays, events etc.

Updating Tables

If you need to update a table in the original PowerPoint presentation, follow these steps to update it in the KP lesson.

- Open the presentation in PowerPoint, and edit the table as required
- Choose the **Edit/Copy** command to copy the table object to the clipboard.
- Move back to KP, and select the table in the KP lesson you want to update.
- Select the **Edit / Paste** command.



Select the **Replace Current Object with Picture Copied from Another Program**. Then select **Paste**. The table from the clipboard replaces the current table. All other settings remain in force, such as movement, effects, appearance delays, events etc.

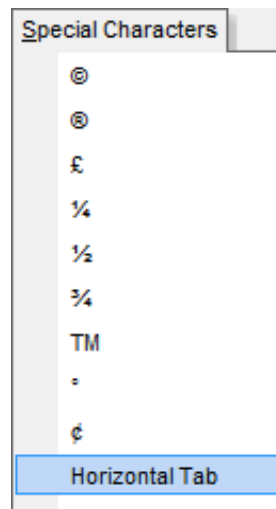
Why is all the text in a text object the same size?

PowerPoint does allow you to have different sized text within the same text object. KP does not (excepting where bullets are concerned. See **Bullets, Bullets, Bullets** later in this document). So, if you import a Presentation that contains different sizes, KP estimates the best size for that text object.

If you do require different sized text, such as a heading, and then some other text, simply create two objects in KP – one for the heading, and one for the other objects. This is good practise anyway.

Using tabs

You can use tabs inside text objects. They can be inserted using the **Special Characters / Horizontal Tab** command in the Text Window.



When a tab is inserted, it appears as [TAB] in the text window. But it will format as a tab when you click on **OK**, and or *Preview* or *Export* your lesson.

You can remove a tab by deleting the [TAB] text in the text window.

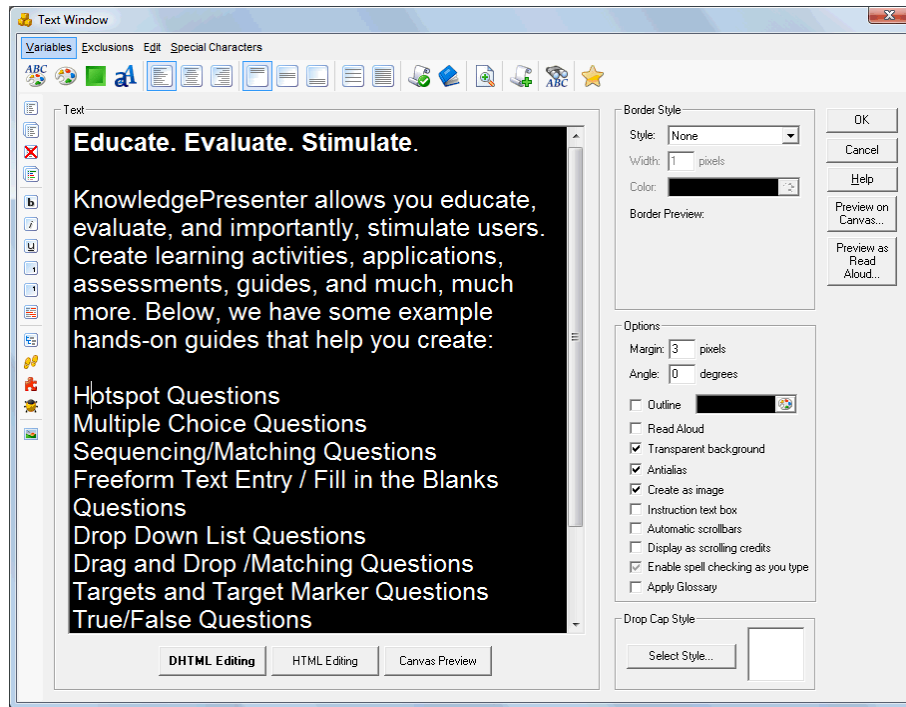
Bullets, bullets, bullets

Bullets explained

Probably the main thing that can appear a little differently in a KP lesson once a PowerPoint presentation has been imported is bullets.

KnowledgePresenter now supports two levels of bullets, but no more. So here is a little refresher of how KP handles bullets, and how to apply and edit them.


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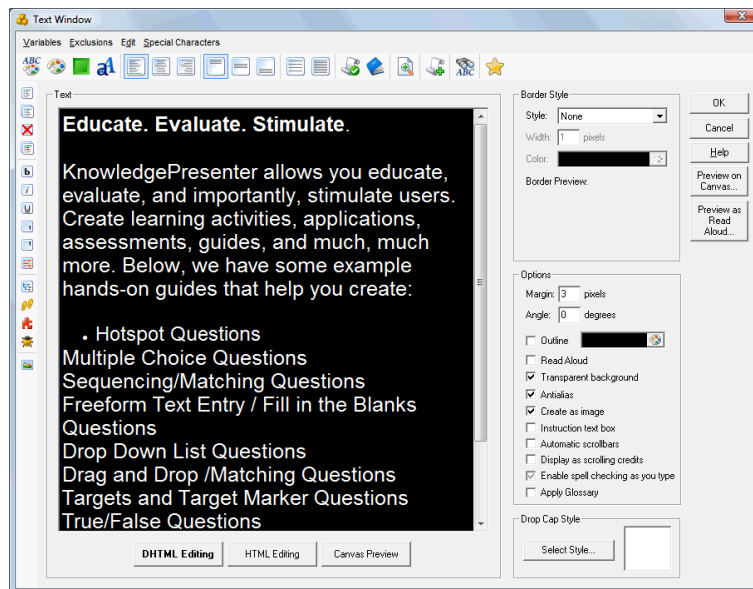


Applying Bullets

See the above text editing window. Here, we have several paragraphs. No bullets have been applied.

To apply a bullet, you place the text cursor into the paragraph you want to add a bullet to, and select

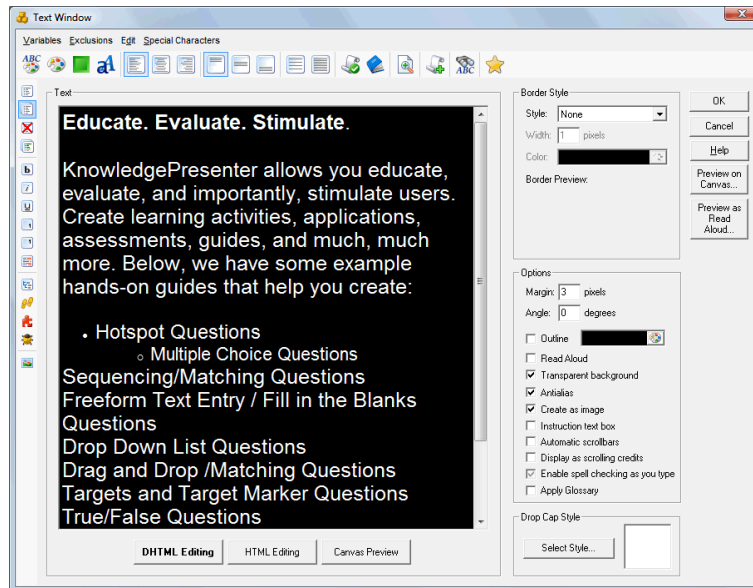
the **Bullet** button () from the top of the toolbar that runs down the left-hand side of this dialog box.



This applies a bullet, as you can see above. This is a first level bullet.

You can apply a second level bullet using the **2nd Level Bullet** button () just under the **Bullet** button.

The PowerPoint Importer's Guide to KnowledgePresenter




Above, you can see a second level bullet has been applied.


Adding Bullets

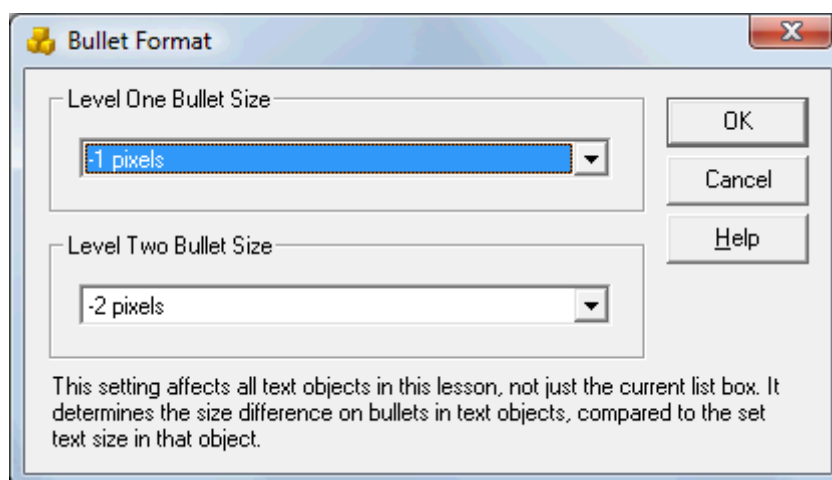
You can add a bulleted paragraph to an existing one simply by placing the cursor at the end of the bulleted paragraph, and pressing the Enter key.

Removing a Bullet

To remove either level of bullet, place the mouse cursor in the paragraph, and select the **Remove Bullet** button () from the toolbar on the left of the dialog box.

Size of Bullets

Using the **Format Bullets** button in the left-hand toolbar (), you can change the size of level 1 and level 2 bullets. The following dialog box is used:



You simply select from the listboxes how much size difference there is between main text, and the bullets in that text object.

This is currently a global setting, and affects all bullets in the lesson.

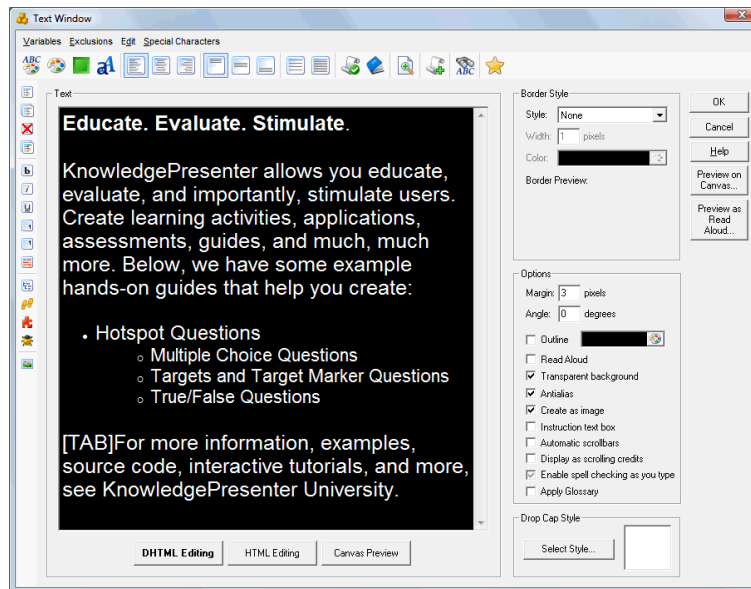
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By default, level 1 bullets will be 1 pixel smaller than normal text, and level 2 bullets will be 2 pixels smaller.

Indenting a Paragraph

If you want to indent a paragraph one level, but without a bullet character, insert the text **[TAB]** at the start of the paragraph. For a two level indent, use the **[TAB]** character twice. This can be inserted by using the **Special Characters / Horizontal Tab** command.

You can remove the indents by removing these characters.



The following text box will give the results below:

Educate. Evaluate. Stimulate .

KnowledgePresenter allows you educate, evaluate, and importantly, stimulate users. Create learning activities, applications, assessments, guides, and much, much more. Below, we have some example hands-on guides that help you create:

- Hotspot Questions
 - Multiple Choice Questions
 - Targets and Target Marker Questions
 - True/False Questions

For more information, examples, source code, interactive tutorials, and more, see KnowledgePresenter University.

Editing in HTML mode

KP allows you to edit content in **DHTML** (which is how it will appear when exported), and in **HTML** mode (where it appears with all HTML codes).

Sometimes, you can get more precise formatting using HTML codes than you can editing in What You See is What You Get mode. If you do use this mode, it is suggested that you disable the Create as Image

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option in the text editing window, do not use DHTML editing mode at all (as this may change formatting), and use the **Preview** button in KP to see how this text will look when the lesson is exported.

PowerPoint Animations

PowerPoint allows you to apply all sorts of animation to text and other objects. When these objects are imported into KnowledgePresenter, KnowledgePresenter will either apply an identical animation, or if an identical animation is not available, apply one as closely as possible to the original animation type.



Where an animation or movement is applied to an object after import, this is reflected in the tooltip at the top left of the object. The object above indicates that it has the animation **In From Top Right** applied to it.

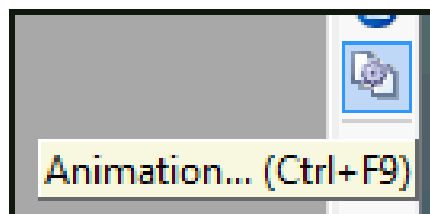
Editing and Applying Transitions, Animations and Movement

You can edit, or apply transitions, animations and movement in KnowledgePresenter using one of three commands. Note that this can be applied to either a single selected object, or multiple selected objects in one operation.

First, select the object, or objects you want to apply animation, or movement to.

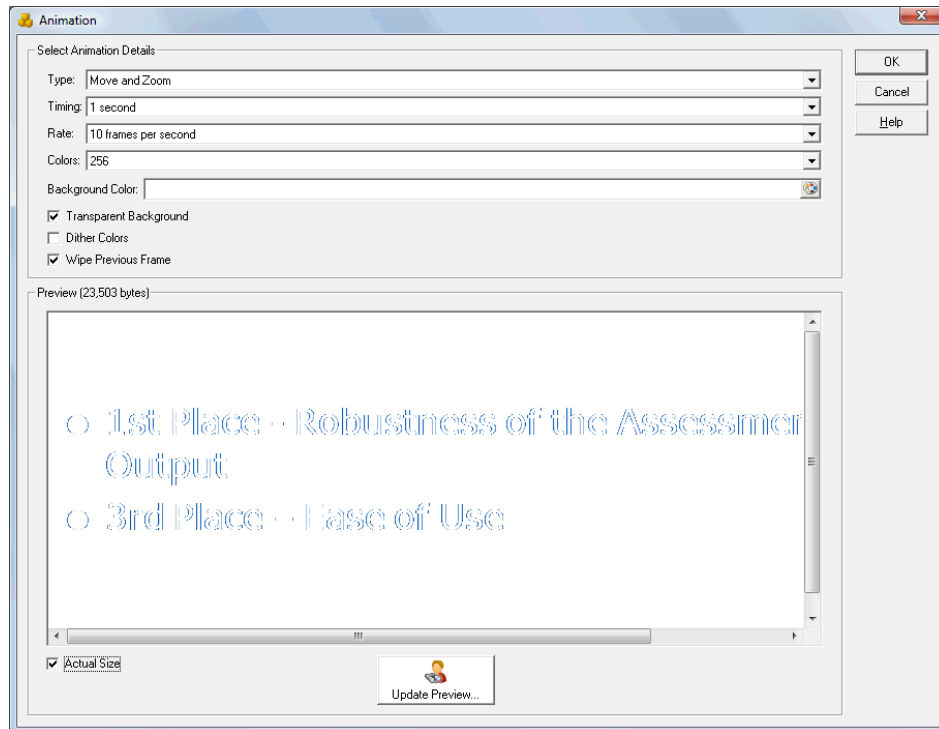
Editing Animation Effects

For Animation effects, select the **Animation** button in the right-hand toolbar.



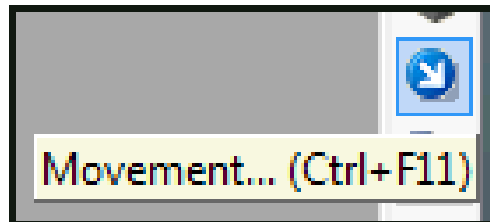
From the dialog box that appears, you can either create and animation, or remove the animation applied.

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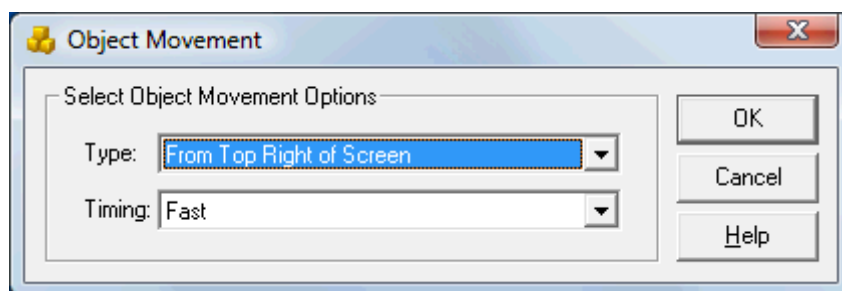


Editing Movement Effects

For movement effects (moving in from outside the canvas to the canvas), use the **Movement** command in the right-hand toolbar.



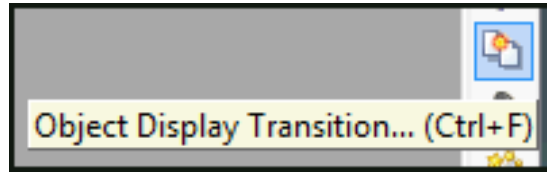
The dialog box that then appears allows you to select a movement effect to apply to the selected object(s).



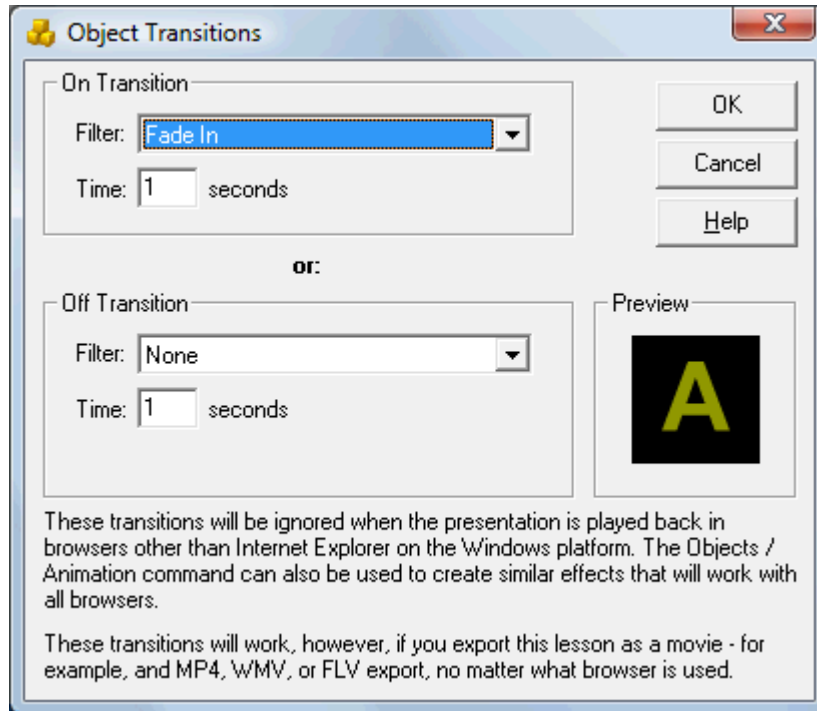
Editing Display Transition Effects

For display transition effects, use the **Object Display Transition** command from the right-hand toolbar.

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From the dialog box that appears, you can apply a display transition to apply to the selected object(s).



Note that **Transition**, **Animation** and/or **Movement** effects can be applied to the same objects .

The right-hand **Objects** toolbar in KnowledgePresenter allows you to apply a range of other effects to objects as well.

Paragraph and Click to Advance effects

The features discussed below were expanded in Version 7.0.182 and above of KnowledgePresenter. You'll need to upgrade to use all these features if you have a lower version (see **Help/Check for Updates**).

A common effect in PowerPoint is the ability to have paragraphs, or other objects, appear step by step. So as the slide progresses to the next slide, the next paragraph or object appears.

When importing a PowerPoint presentation, KP takes a note of this effect, and applies it to selected objects.

Where this effect is applied, the text object will have a tool tip in its top left corner (only visible in design mode) that reads either **BYPARASTEPS** (where paragraphs are animated step by step), or **CLICKTOADVANCE** (when a new step is created to display this object):

[BYPARASTEP3]

2

- No programming required
- Full tutorials, evaluation guide and hands-on exercises
- Complete range of templates

In the above case, these paragraphs will appear step by step. So a new step is created to display the second paragraph.

[CLICKTOADVANCE]

3



In the above example, this image will appear on a subsequent step.

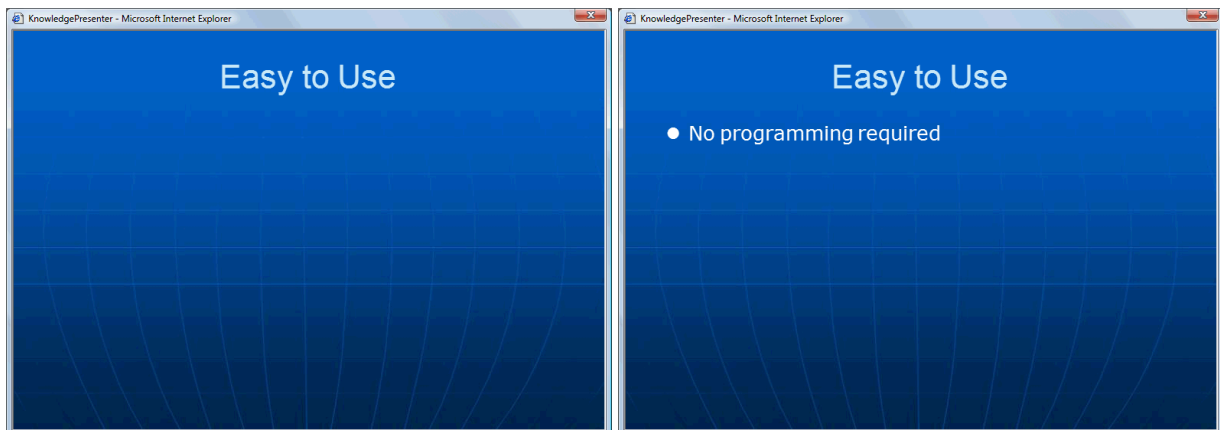
When either of these effects are applied, KP will display on the objects the order in which the animations will play. On a step where either of the above events are applied, all objects that begin on that step will have an indicator at the top right of that object indicating on what step they will appear relative to the current step.

See the following canvas image as an example.

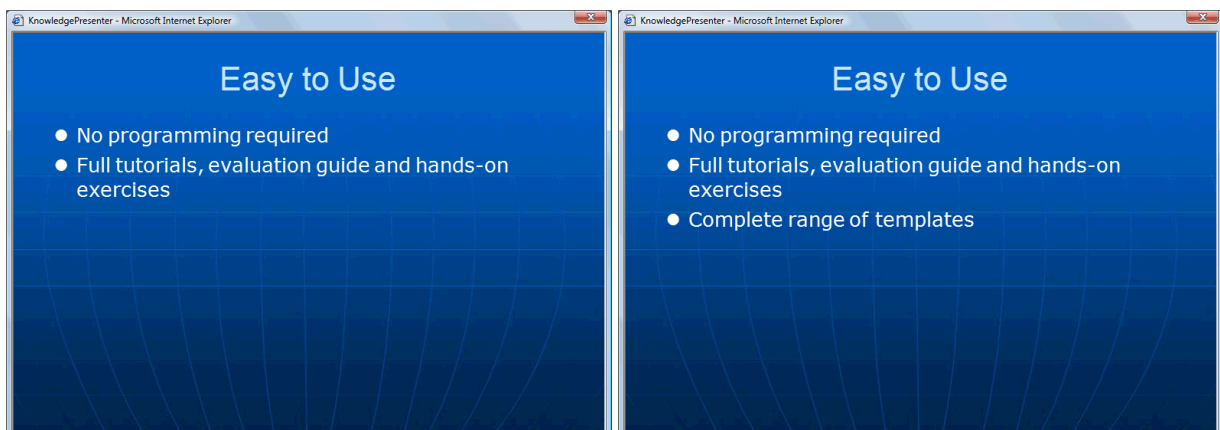
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The three objects on this step each have an indicator on them, labelled 1, 2 and 3. In the above example, this means that when this lesson is exported or previewed, the following will display:

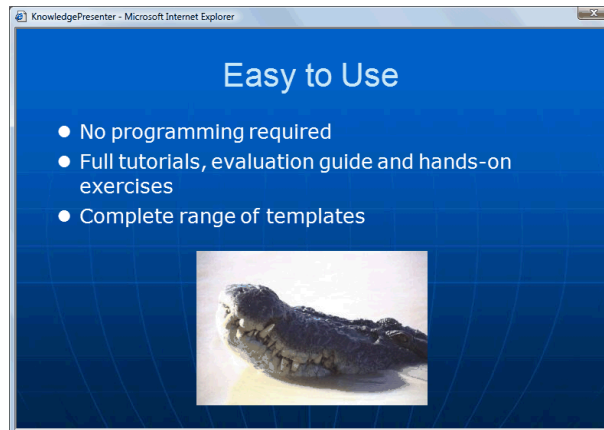


The first step, on the left, displays the first paragraph. On the second step, the first paragraph of the second text object appears.



Because we had the effect **Display Paragraphs by Step** applied to the second text object, each subsequent paragraphs appear on new steps – above, on the left, step2, and on the right, step 4.

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Finally, on the last step in this sequence, the image appears.

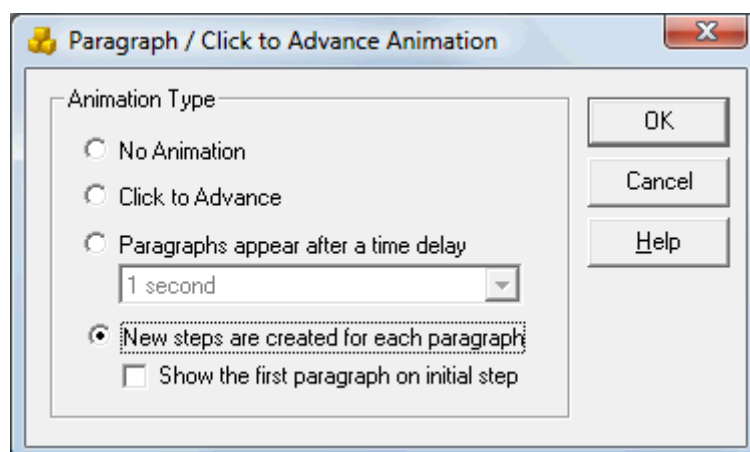
Applying/Editing Click to Advance and Paragraph Animation

This effect can be turned on or off, altered, by following these steps:

- Select any object on the page. From the above example, we'll select the second object, with multiple paragraphs in it.
- Select the **Click to Advance / Paragraph Animation** command from the bottom toolbar (note that if this is not visible, you either don't have the latest KnowledgePresenter, or this status bar is hidden. If hidden, it can be shown again using the **View / Status Bar** command).



The following dialog box will appear:



Here are the options explained:

No Animation. This removes all **Click to Advance** and **Paragraph Animation** from this object. This object will just appear as normal.

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Click to Advance. This option will force the current object, and all objects below this object in the animation order, to be displayed on a new page.

Paragraphs appear after a time delay. This only affects text (where multiple paragraphs are used) – it is not available for images or other objects. Using this option, paragraphs in the current object will not actually appear on new steps, but they will appear one after the other, using the timing selected in the list box below this option.

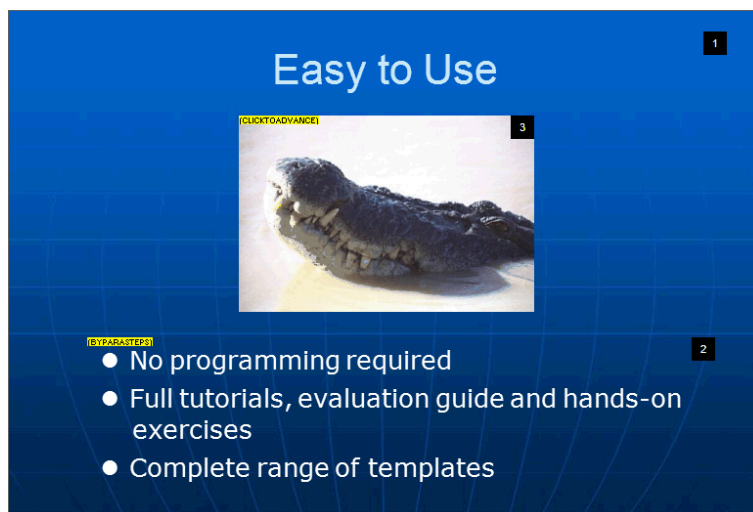
New step are created for each paragraph. Using this option, which is only available for text (with multiple paragraphs), and not other objects, this object, and all objects below this object in the animation order, will appear on new steps. If you select **Show the first paragraph on the initial step**, then the first paragraph will appear on the first step, and steps will be created for the subsequent paragraphs.

Change the Order of Appearance

The black and white labels in the top right hand corner of each object indicate the order in which the steps are created, and objects appear. Going back to our example above, the first paragraph appears first, the second set of paragraphs appear second, and the image appears third:



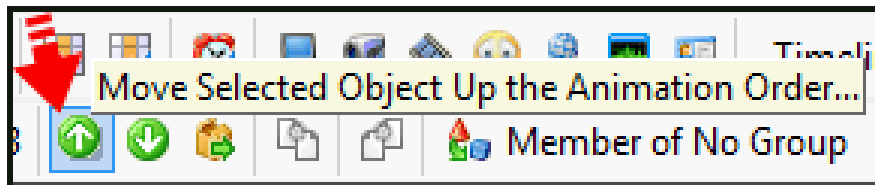
Let's say we rearranged this slide a little, so that the image is now above the second set of paragraphs.



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In this case, changing the position of the objects does not affect the firing order of the animation effects. But this is easy to change. In this case, we want the first paragraph (*Easy to Use*) to still fire first. But we want the second object, the crocodile, to fire second. So we:

- Select the crocodile.
- Select the **Move Selected Object Up the Animation Order** button in the bottom toolbar (note that if this is not visible, you either don't have the latest KnowledgePresenter, or this status bar is hidden. If hidden, it can be shown again using the **View / Status Bar** command).



Because the crocodile previously was number 3 in the animation order, using this command will move it to number 2 in the animation order. The object that was at number 2 now moves to number 3.



You can of course use the similar command, **Move Selected Object Down the Animation Order**, to change the order in which animations appear as well.

How Other Objects are Affected

When you have other objects on the current step, and they have no **Click to Advance**, or **Paragraph Animation** on them, they will also have an animation order label, but it will be the same as another object. See the following examples:



In the above example, we've added an image of the flower. This does not have any **Click to Advance** or **Paragraph Animation** applied to it. It has the same animation order as the crocodile image (3). This means that it will appear on the same step, as the same time as the image of the crocodile.



In the above case, we removed the Paragraph Animation feature from the second text object (*No Programming Required...Full Tutorials...*). This now changes the animation order of this object to 1 – the same as the first object (*Easy to Use*). So these two objects will appear on the first step, and the two images, as they are both labelled (2), will appear together on the second step.

If we were to apply **Click to Advance** animation to the flower image, it would now look like this:



The flower image now has an animation order of 3.

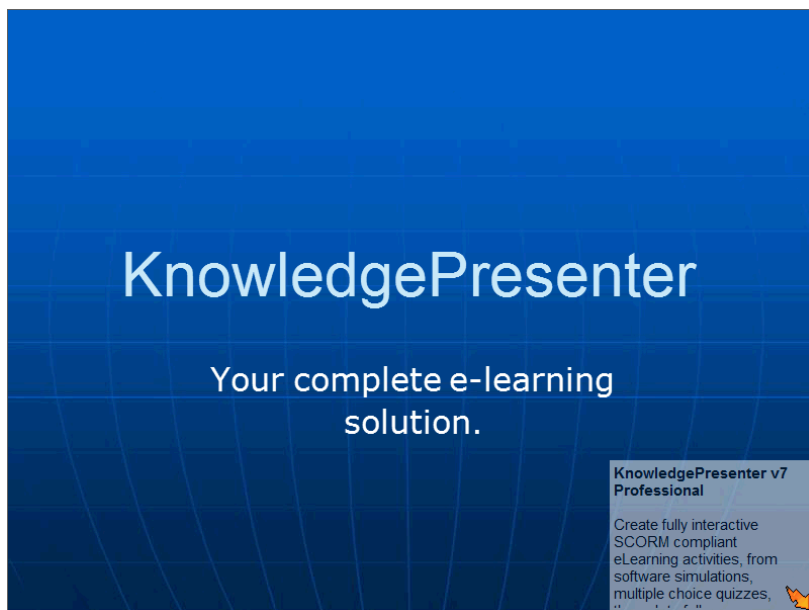
Animation Order Begins at 2

You may see a screen where the animation order begins at 2 – i.e. there is no 1.

All this means is that on the initial screen, nothing is displayed. This is because one of the objects that fire first in the animation order have a **Click to Advance**, or **Show by Paragraph Steps** (without *Showing First Paragraph*) applied to them.

Inserting Notes from the PowerPoint Presentation

When you import a PowerPoint Presentation, you get the option to also include the notes from that presentation. Once imported, they look something like this:



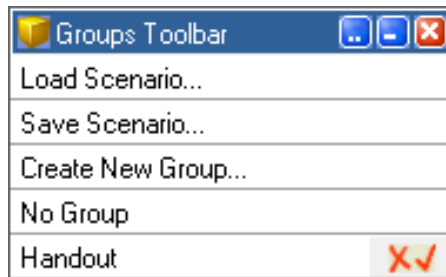
The Notes appear at the bottom right-hand corner of each slide where notes are included. These are standard text objects, and they are placed into a group called Handouts.

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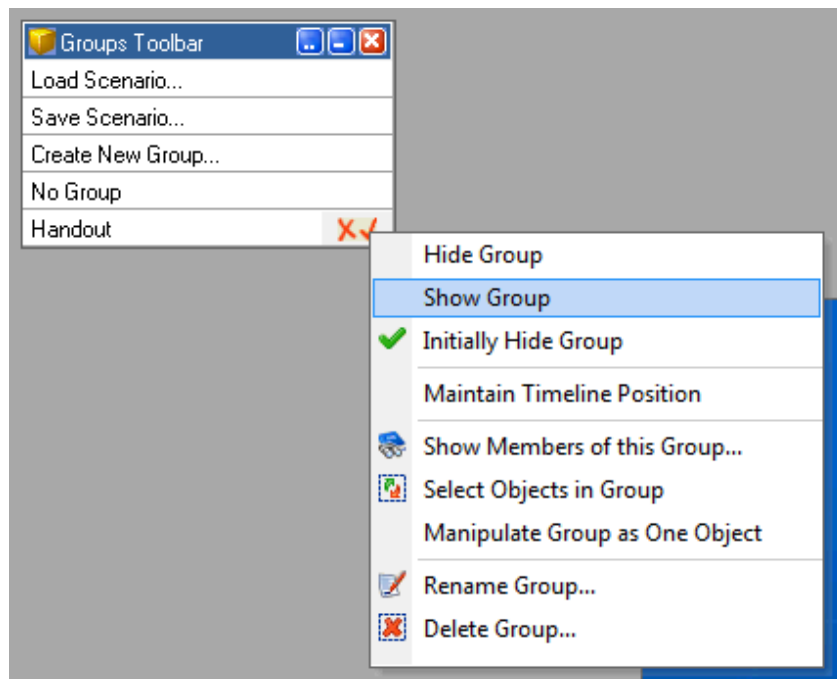
By default, they are hidden from when the lesson is previewed or exported. This is to allow them to be used in the Print Handout event, which we look at next.

To make these text boxes normal, follow these steps.

- Use the **View/Toolbars/Groups Toolbar** command to show the **Groups** toolbar. It looks something like this:



- You can see the **Handouts** group here.
- There are now two ways to make these objects fully visible – you can either select each text object individually, and select the **No Group** option from the toolbar above, or you can right-click on the icon to the right of the Handout group name, and select **Show Group** from the menu that appears. This ensures that all notes, or any objects in the **Handouts** group, are shown at all times.

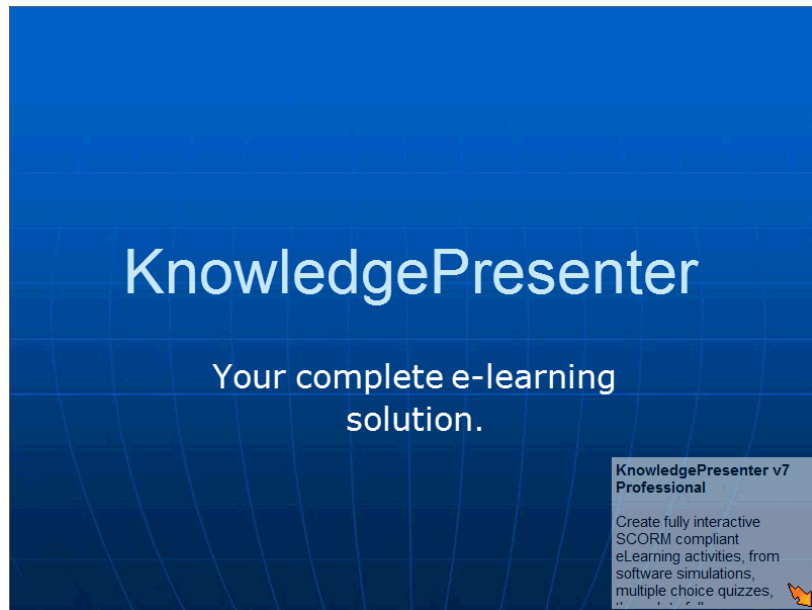


- You can see **Groups** in the online help for more information about Groups – they give you a lot of flexibility in creating lessons.

Generating Handouts from Speaker Notes

This method works whether you have imported notes from a PowerPoint presentation, or create your own.

Let's use the example below as a guide:

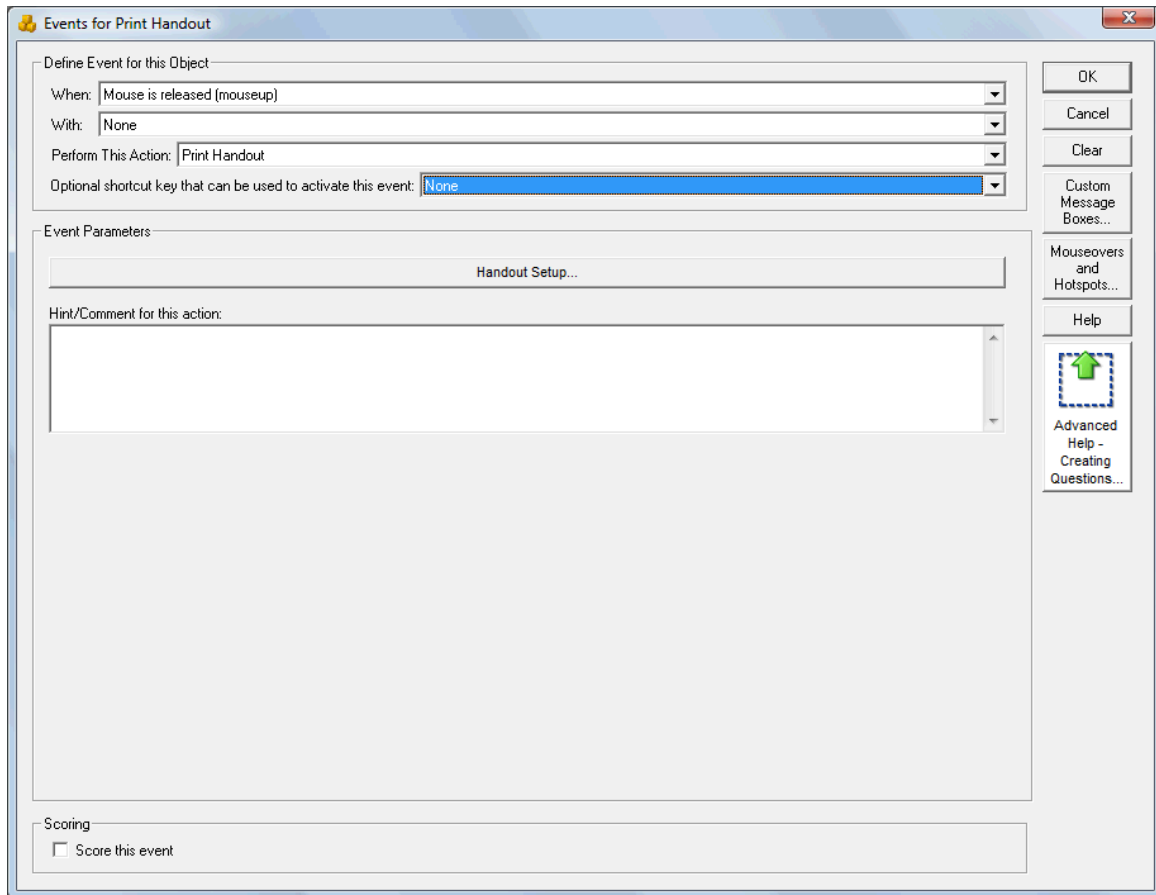


First, we are going to create a button to allow the user to print the handout. See the image below.



Now we use the **Objects/Event** command to create the **Print Handout** event.

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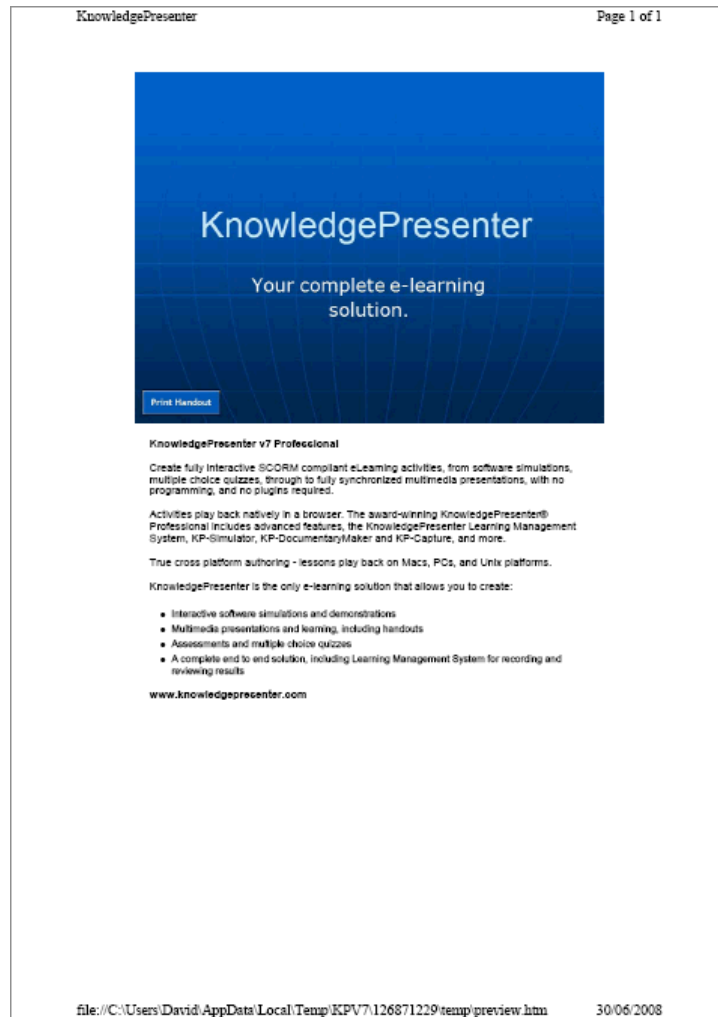


We have selected the **Print Handout** event to create this event.

Note that you can use the **Handout Setup** button to select the area on the screen to print in the handout. We'll leave this here, so the full canvas will be used.

That is all you have to do. When you export or preview this lesson, and click on the **Print Handout** button, it will confirm you want to print, and in this case, print the following page:

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See the image above? The canvas appears at the top, and any text or images from objects that exist in the Handouts group will be printed below it. So you can manually add objects to the Handout group to have them invisible on screen, yet printed when the user requires them.

If there is nothing in the **Handouts** group, then the area below the image will be blank.

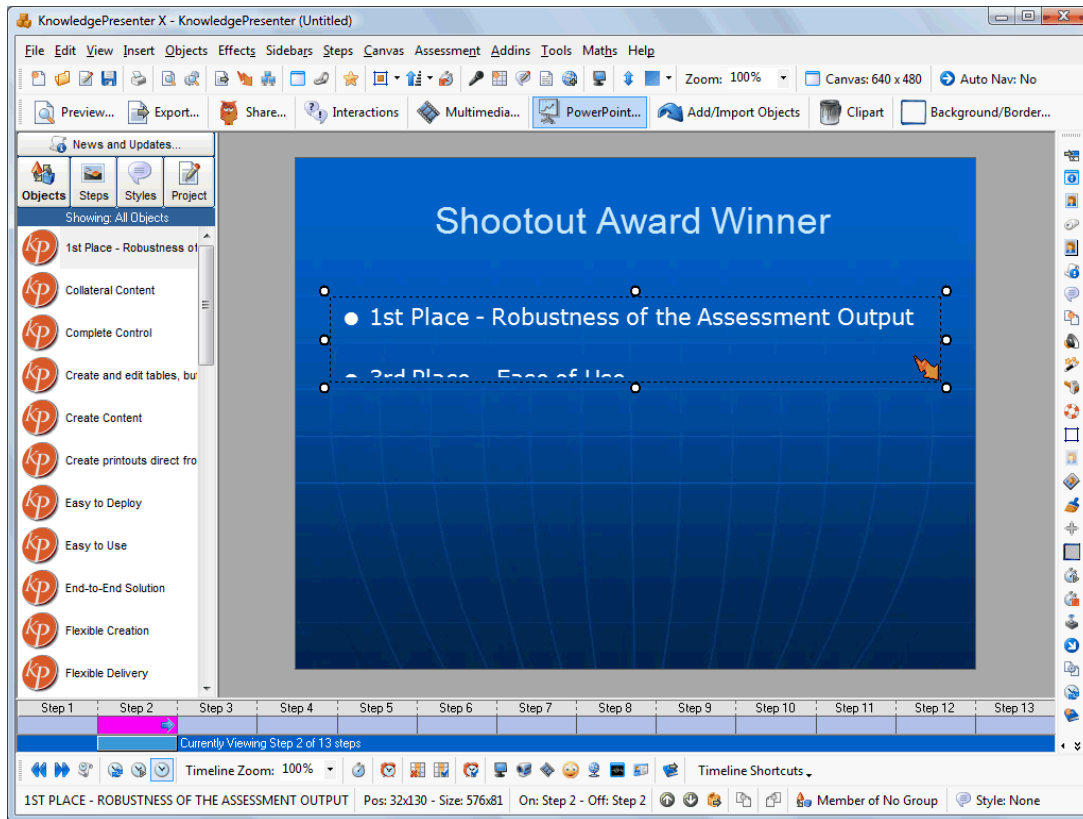
Formatting fixes

Here are some things that *may* occur when you import a PowerPoint presentation:

Not All Text is Visible

You may see a screen, or text object that looks like this. This would be very rare, as KP automatically sizes all text objects on import to fit the text.

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Note that some of the text is cropped, or missing, from this text object. There is also a small icon of a fire colored arrow at the bottom right of the text object. This arrow indicates there is more text that is not currently visible.

This can happen when the aspect ratio of your lesson is different to the source PowerPoint presentation, or the object in PowerPoint used multiple font sizes in the same object.

Where this is the case, there are two simple solutions:

- Reduce the size of the text
- Increase the size of the text object

Overlapping Text

Sometimes, due to the way KP has to estimate text sizes from the PowerPoint presentations, and possible aspect ratio changes, there may be text objects that overlap – or perhaps overlap onto graphics.

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Create e-learning quickly, easily, and professionally. Use your own designs, templates, or use automatic navigation features. Deliver online or offline. Use Web 2.0 technology and get incredible results. ~~No experience necessary!~~ Sometimes, you can get more precise formatting using HTML codes than you can editing in *What You See is What You Get* mode. If you do use this mode, it is suggested that you disable the Create as Image option in the text editing window, do not use DHTML editing mode at all (as this may change formatting), and use the **Preview** button in KP to see how this text will look when the lesson is exported.

When this happens, you'll need to either move/resize text objects, or resize the text within the text objects.

Bad Looking Text

- No plugins **required**
- Deploy offline or online, even email lessons to users
- SCORM 1.2 compliant

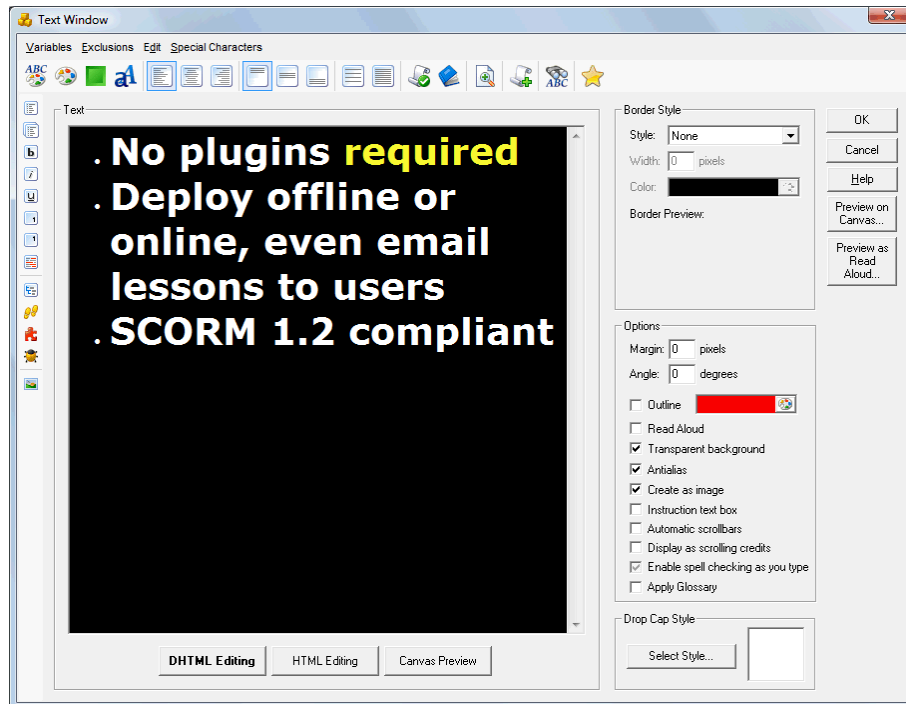
Have a close look at this text – the area around the text looks jagged, and of a poor quality. The effect may be worse than the one above.

This can occur when a text object has multiple colors in it, and a transparent background. It is easily fixed.

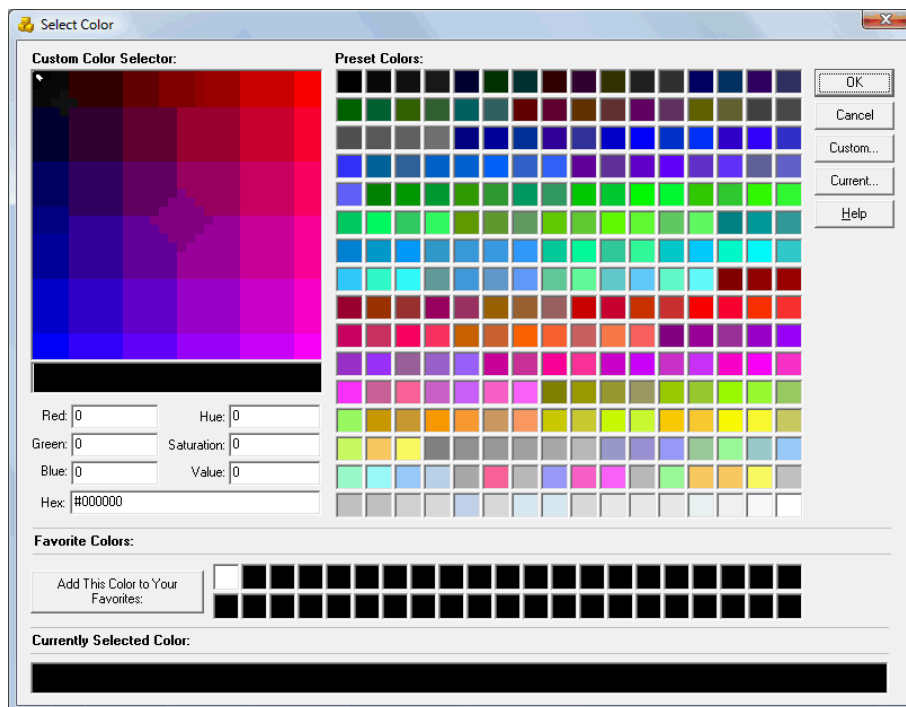
It occurs because the background color of the text object is incorrectly set. Here is how to fix it.

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- Double click on the text object.

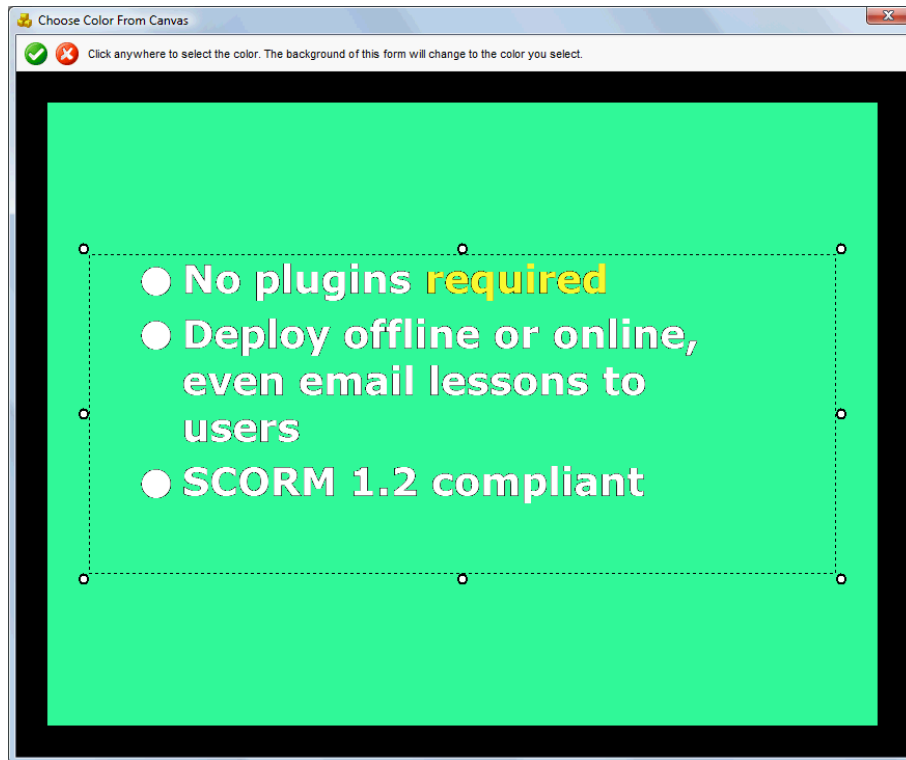


- You'll see the background color selected here, even though it actually has a transparent background.
- To fix this, you need to select a background color that matches the background where the text object appears.
- Select the **BackColor** button from the top toolbar.

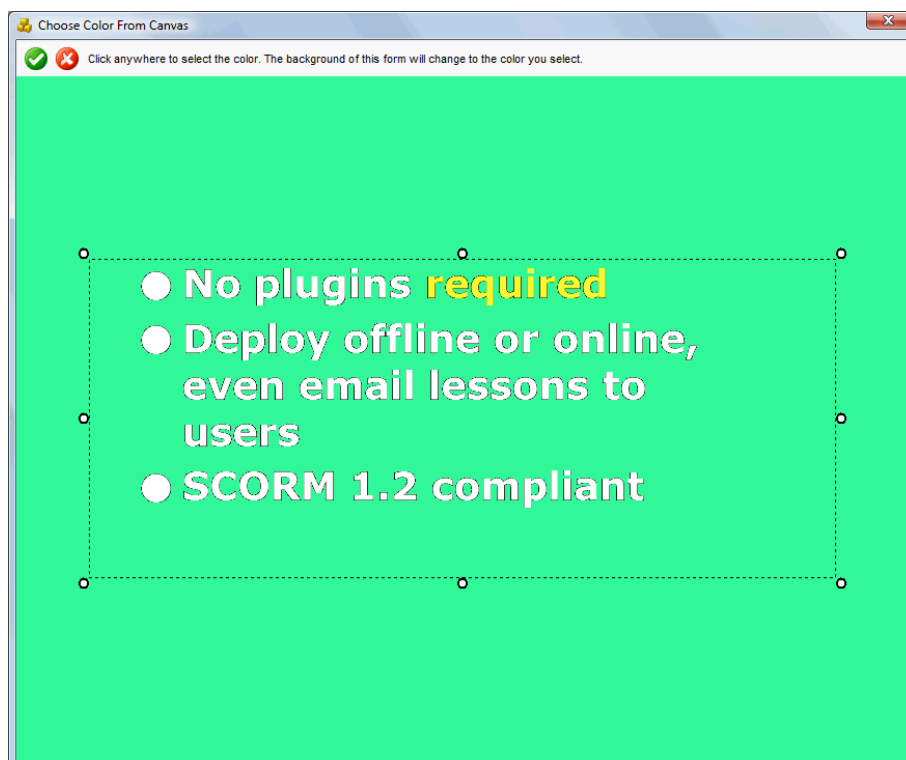


- Select the **Current** button.

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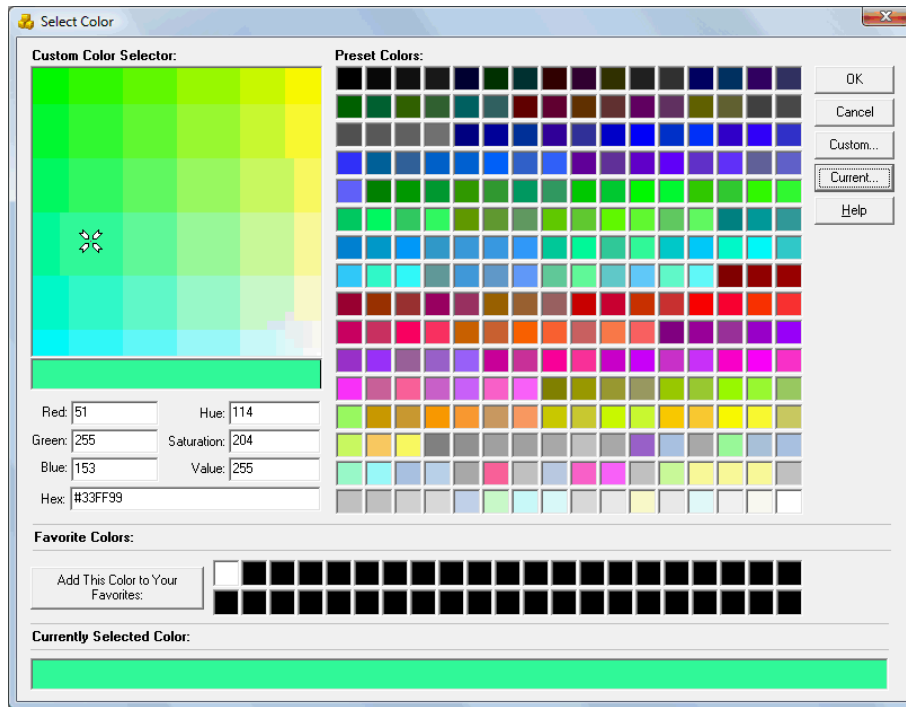


Click in the area around the text – in this case, anywhere in the green area. Because this text sits on a green background, this is the background color we need to set.

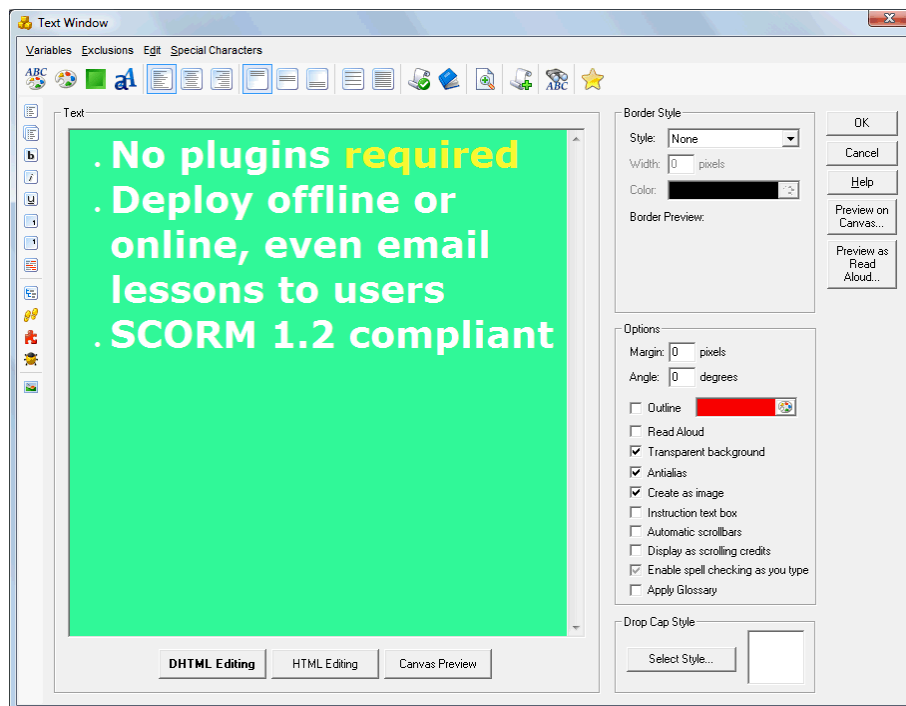


- The outline of this dialog box becomes green. Click on the **tick** button to save this.

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- Click on **OK**.



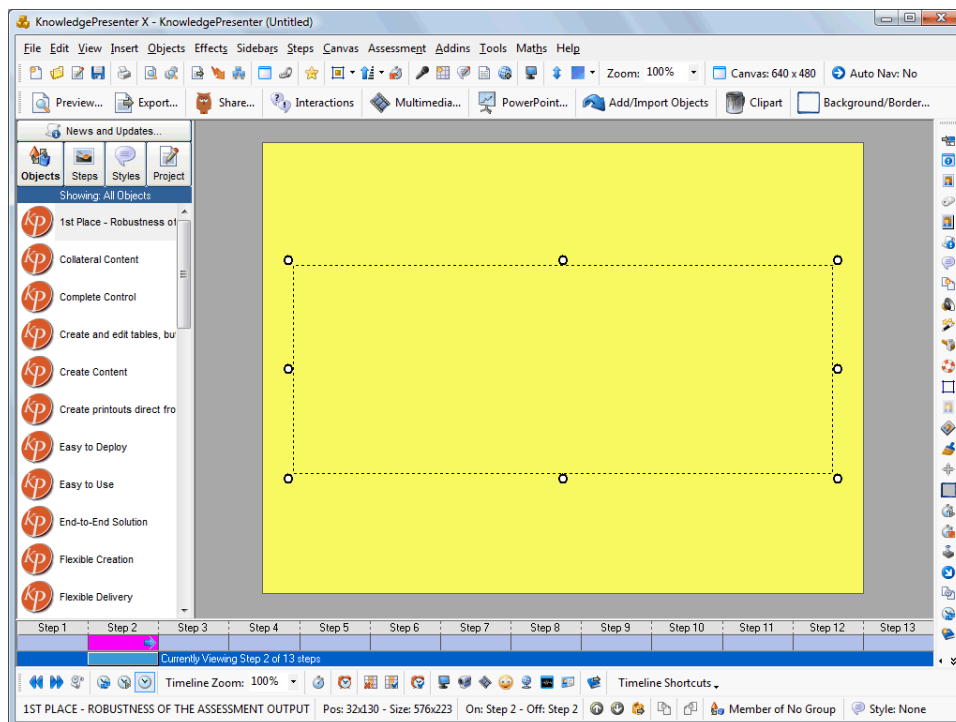
- The background now looks green.
- Click on **OK**.

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- No plugins **required**
- Deploy offline or online, even email lessons to users
- SCORM 1.2 compliant

The text now looks much better.

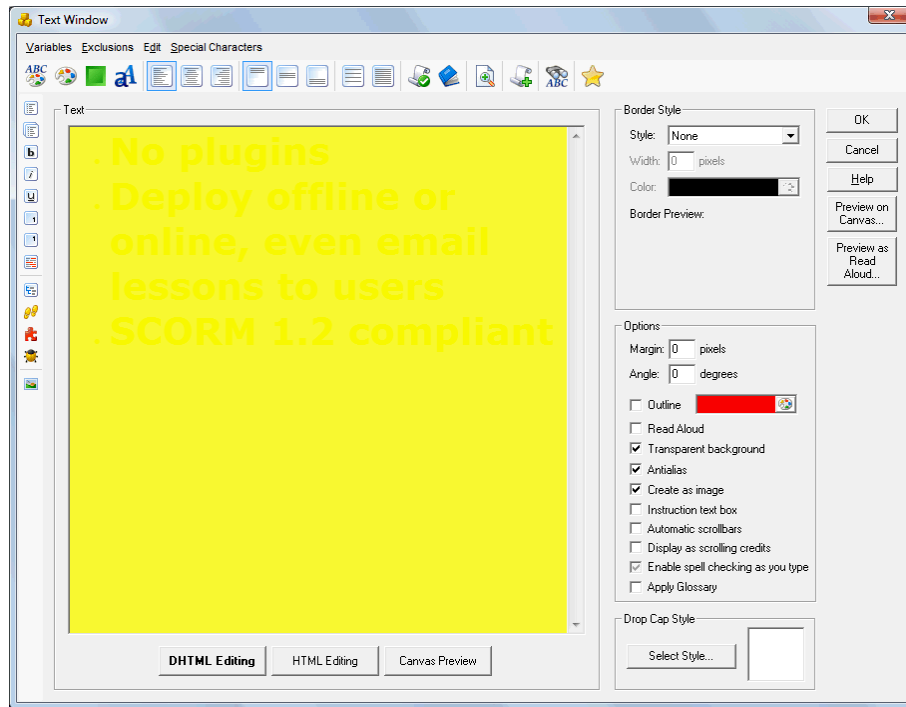
The Text Appears to be Missing



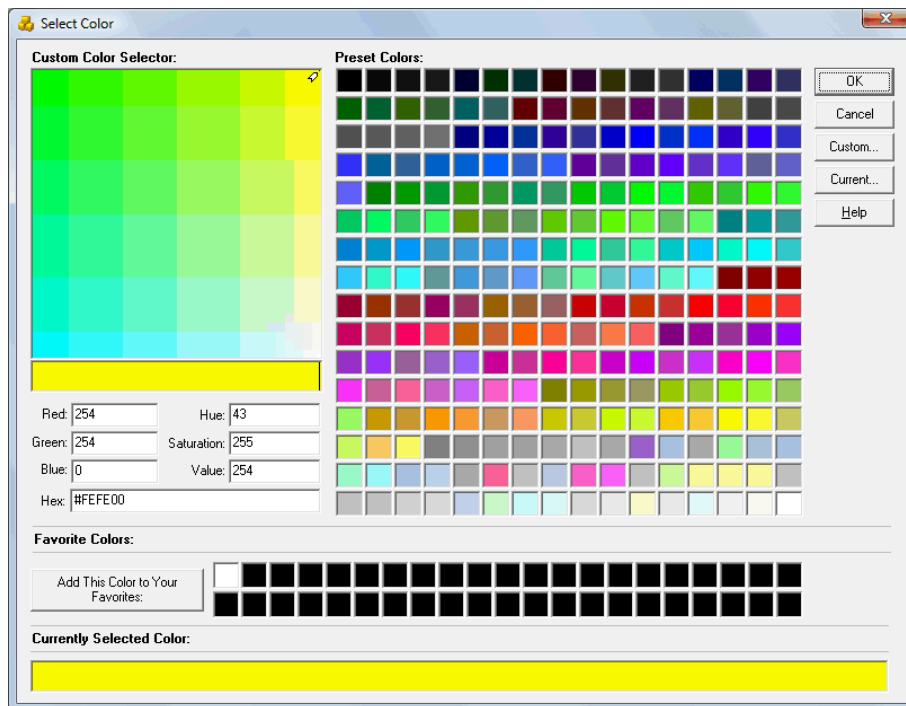
In this case, it is generally because the forecolor of the text is set the same as the canvas color, or the object below the text object. Here is how to fix this. We simply need to change the forecolor of the text.

- Double-click on the text object.

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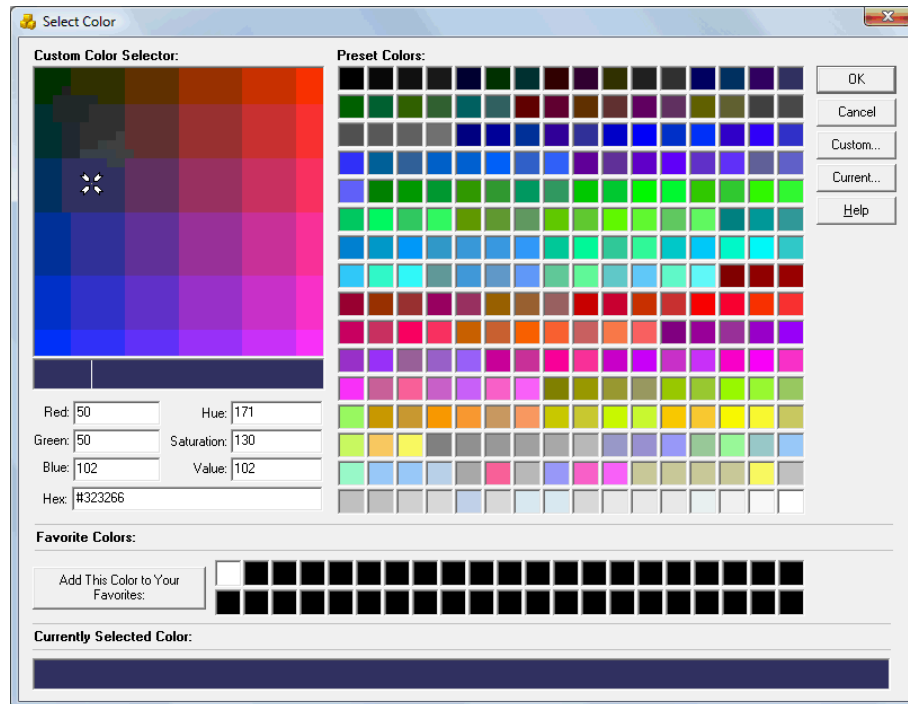


- Select the **Forecolor** button in the top toolbar.

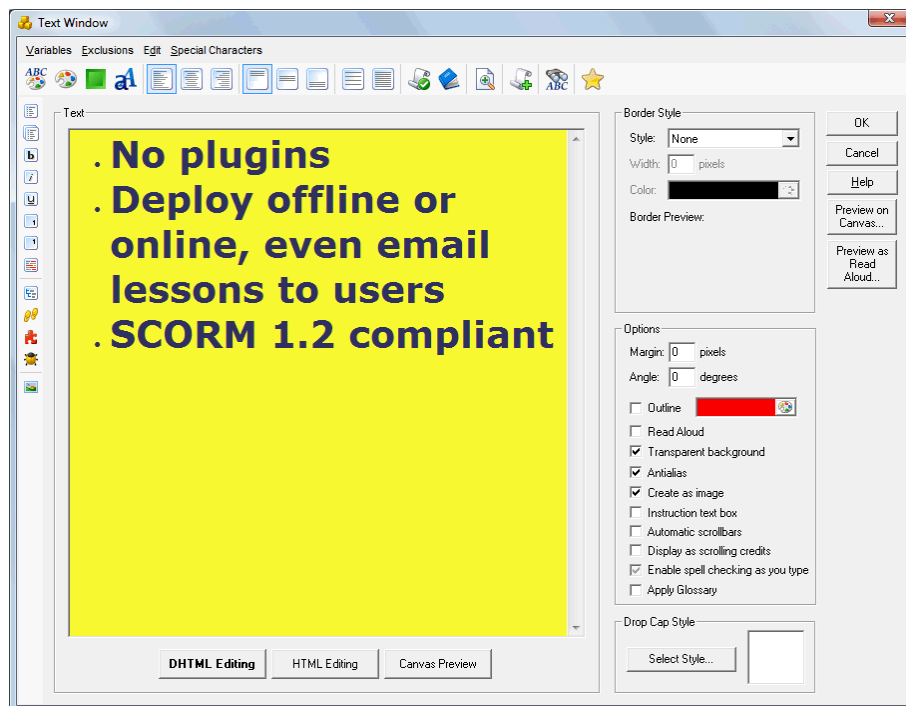


- Select a new color.

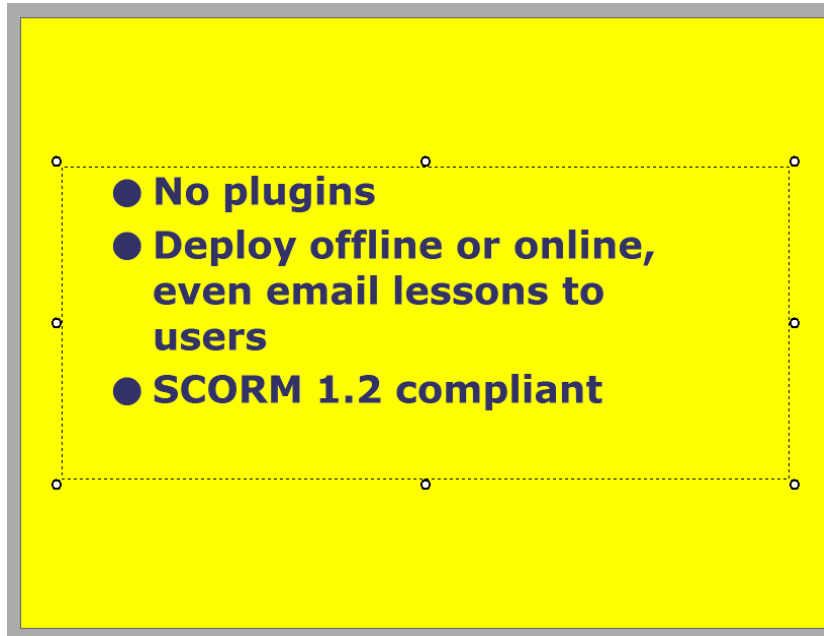
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- Click on **OK**.

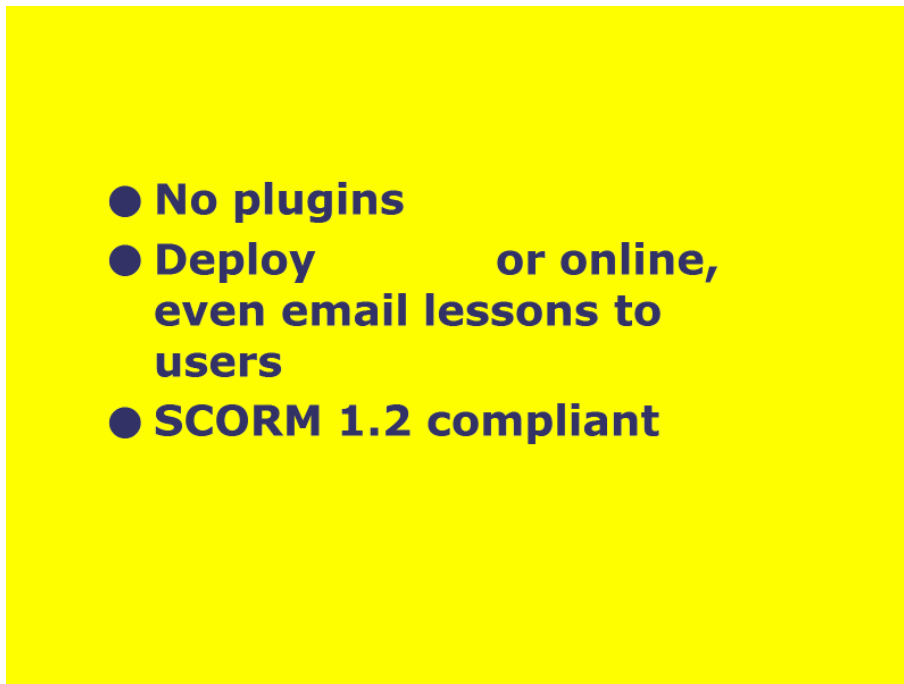


- The text reappears. Click on **OK** again.



The text reappears on the canvas again.

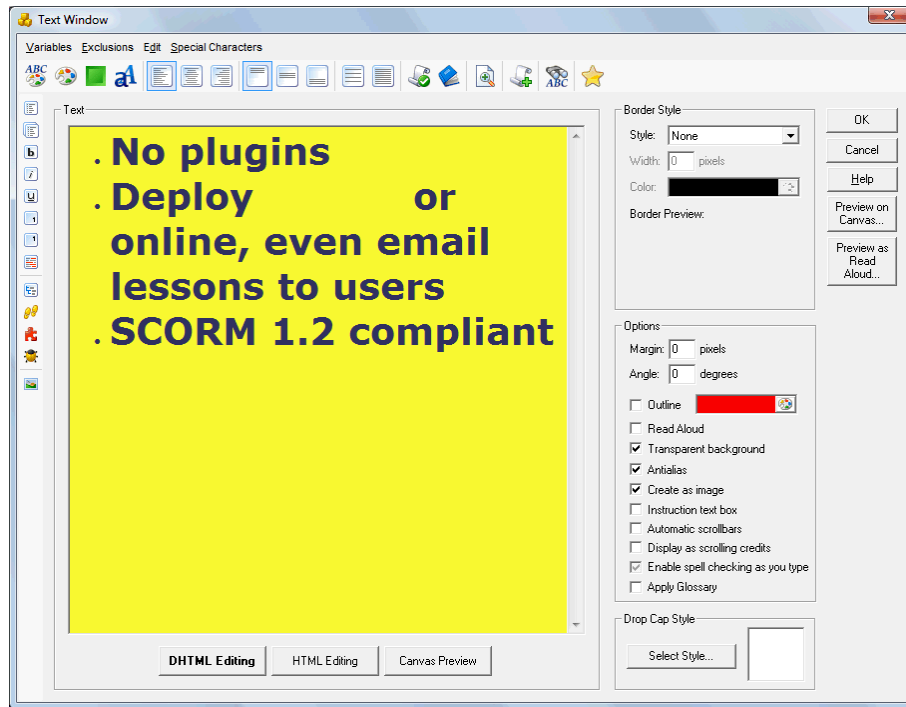
Only Some Text Appears to Be Missing.



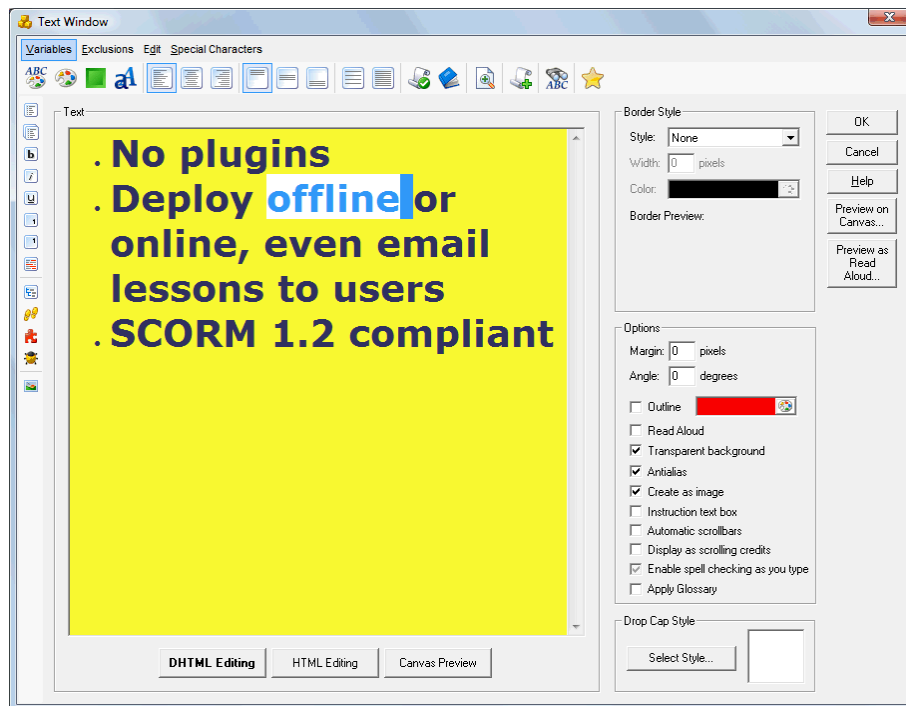
In the example above, you can see a gap between the words **Deploy**, and **or**, where another word should appear. This occurs when text is set to the same color as the are underneath it. To fix this.

- Double click on the text object.

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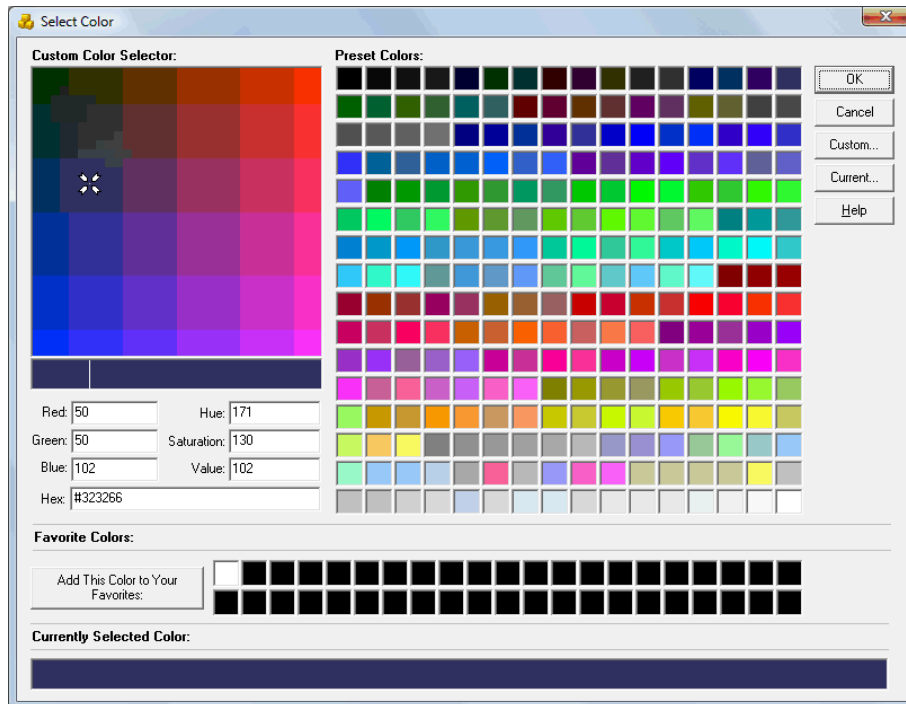


- Select the area in the text window where the text should be. When highlighted, it should be visible again.

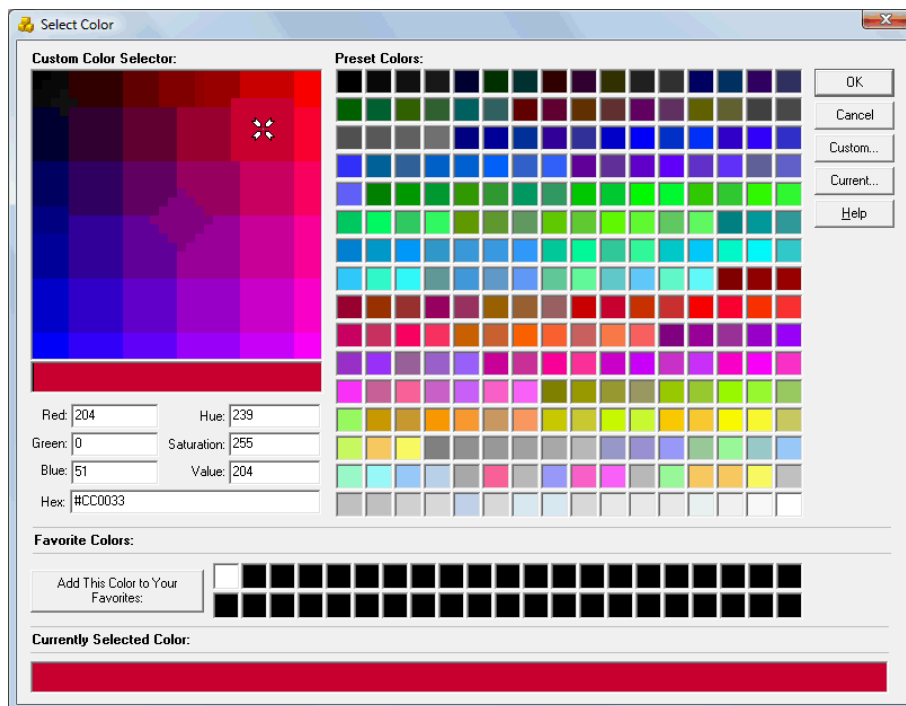


- Select the **Colors** button from the left-hand side of the toolbar.

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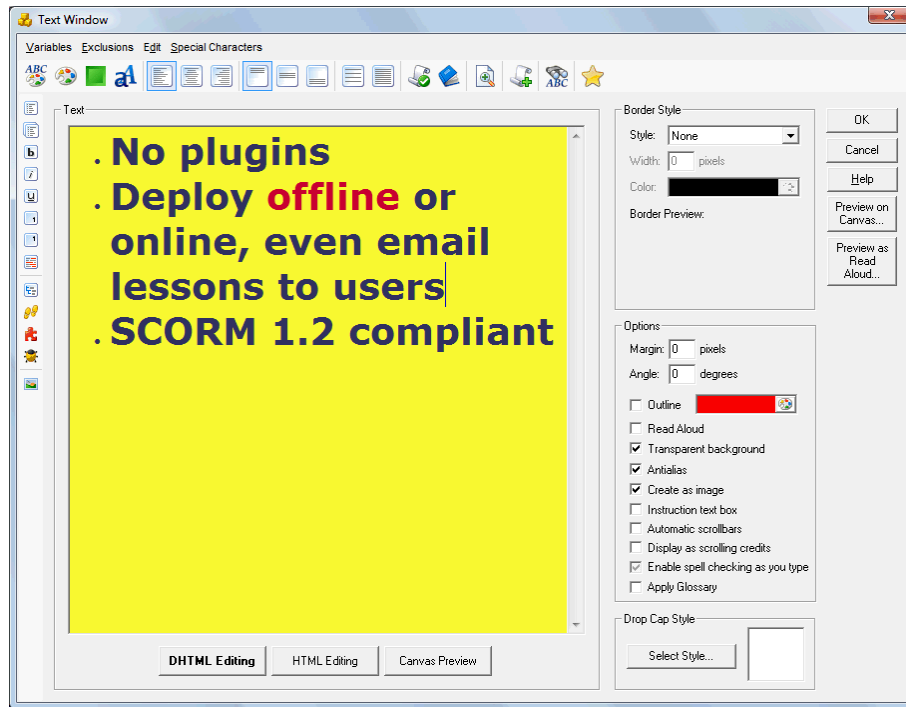


- Select a new color.



- Click on **OK**. It is now fixed.

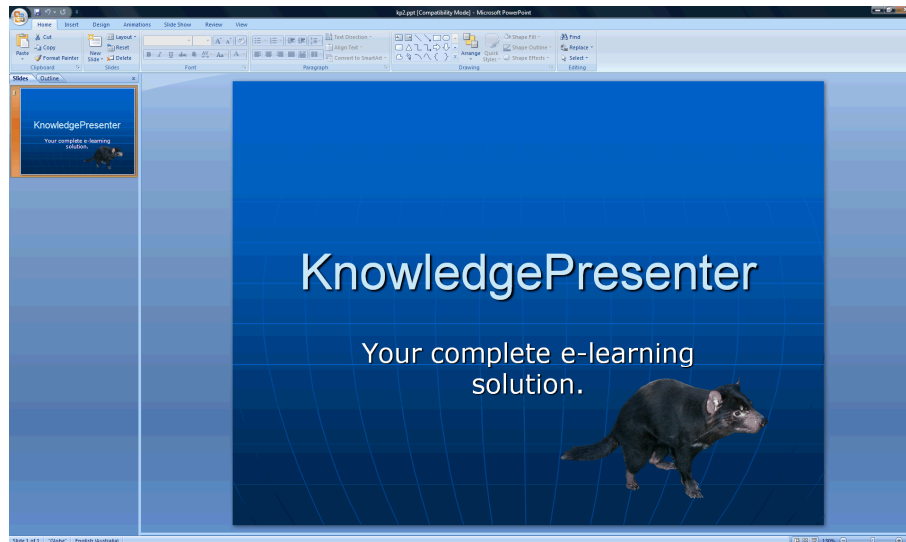
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An Image Looks Really Bad

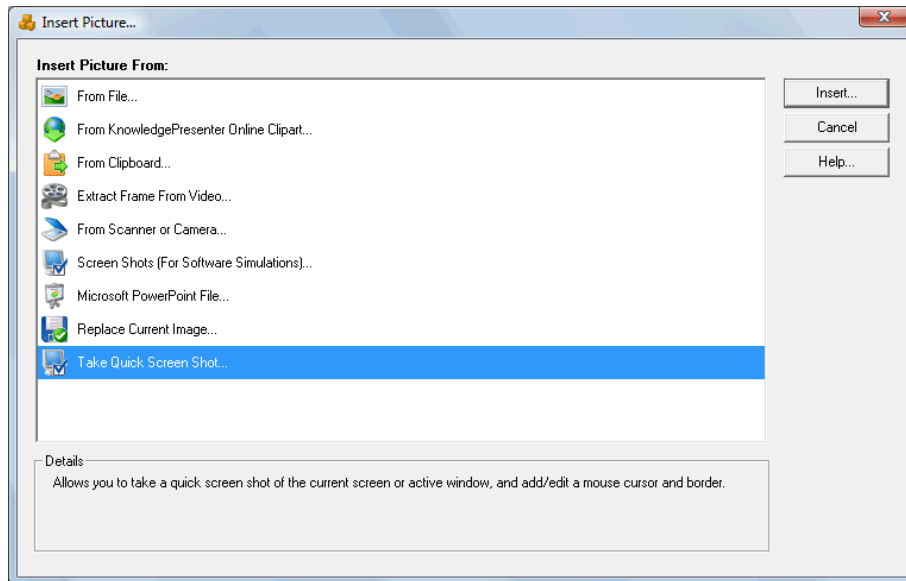
If an image has come through in really poor quality, follow these steps to replace it.

Open the original PowerPoint presentation, and move to the step where the image is. Enlarge the presentation to full screen.

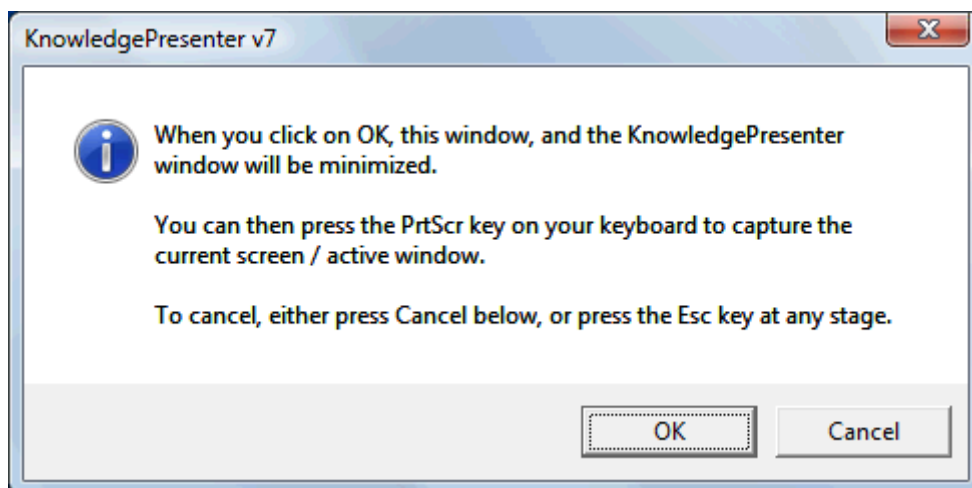


- Move back to KP, and go to the step where the image should be.
- Select the **Insert / Images / Take Quick Screen Shot** option.

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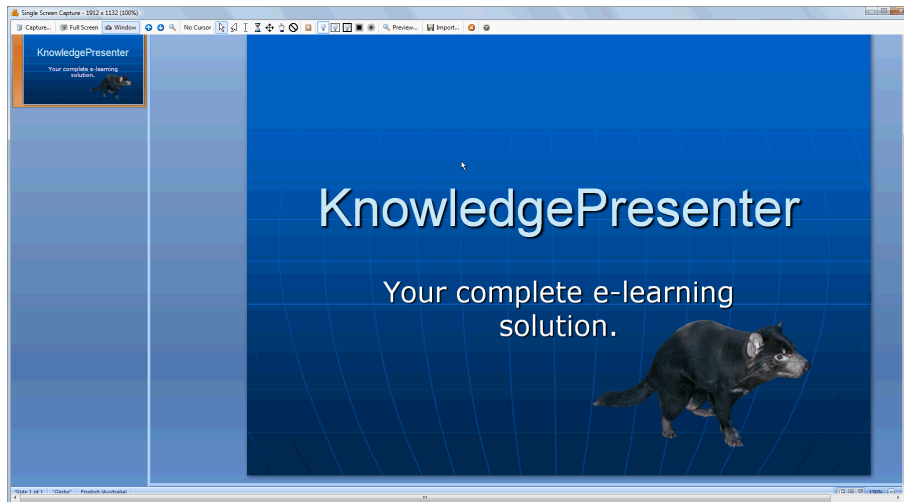


- The following dialog box appears. When you click on **OK**, ensure the PowerPoint presentation is visible.

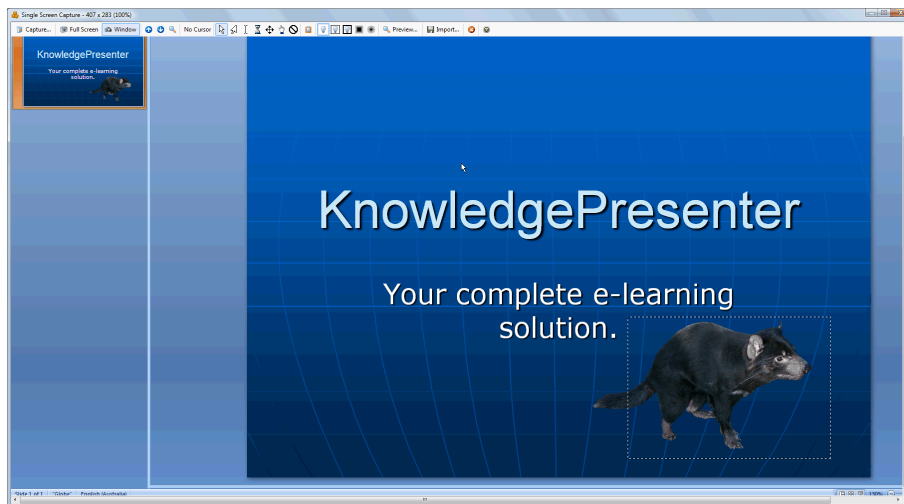


- When it is, press the **PrtScr** key on your keyboard. KP should then come back to the front – if it does not, you may have to alt-tab back to it.

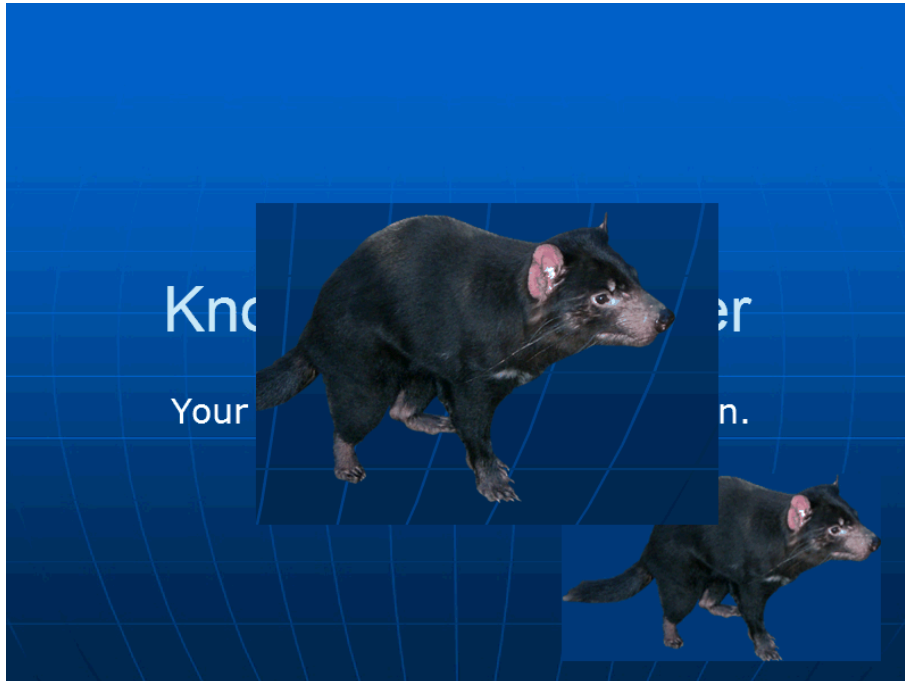
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You will see KP has captured the full screen in this dialog box.



Use the mouse to select the area you want to import. Then select **Import**. Ensure that **No Animation** is selected from the dialog box that appears.



The image then appears in KP. It will automatically have a drop shadow – this can be removed using the **Objects / Drop Shadow** command.

Issues with Master Pages

It is *possible* that when importing a PowerPoint presentation that selectively uses Master Pages, this *may* not be correctly reflected on pages where master items should not have been used. Generally, however, they will import fine.

If this is the case, again, there is an easy way to solve this. You can simply create, in KP, a background just for that step.

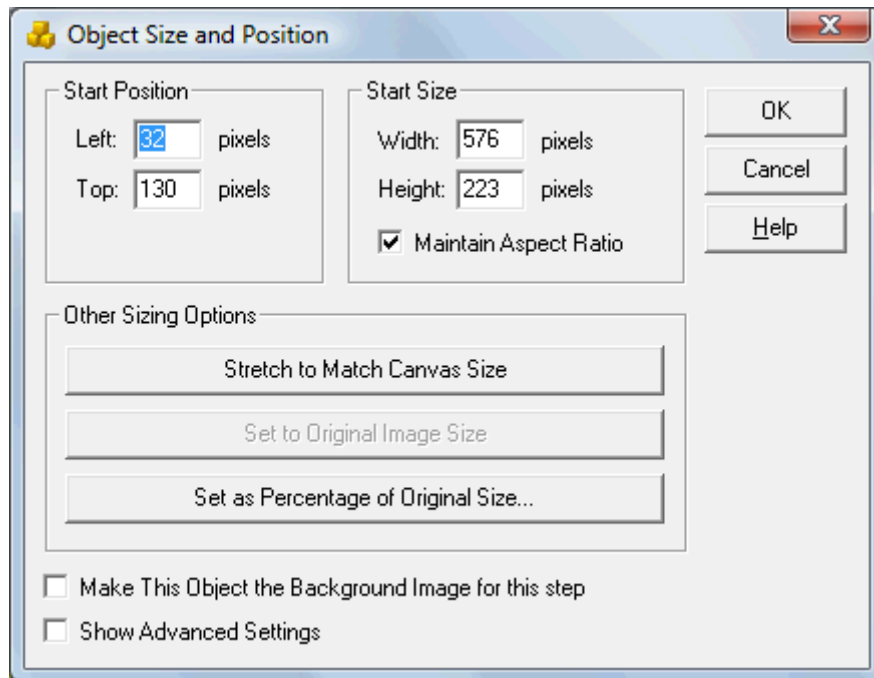
This involves either importing an image to form the background, or using the drawing tools in the Insert menu to create a rectangle, for example.



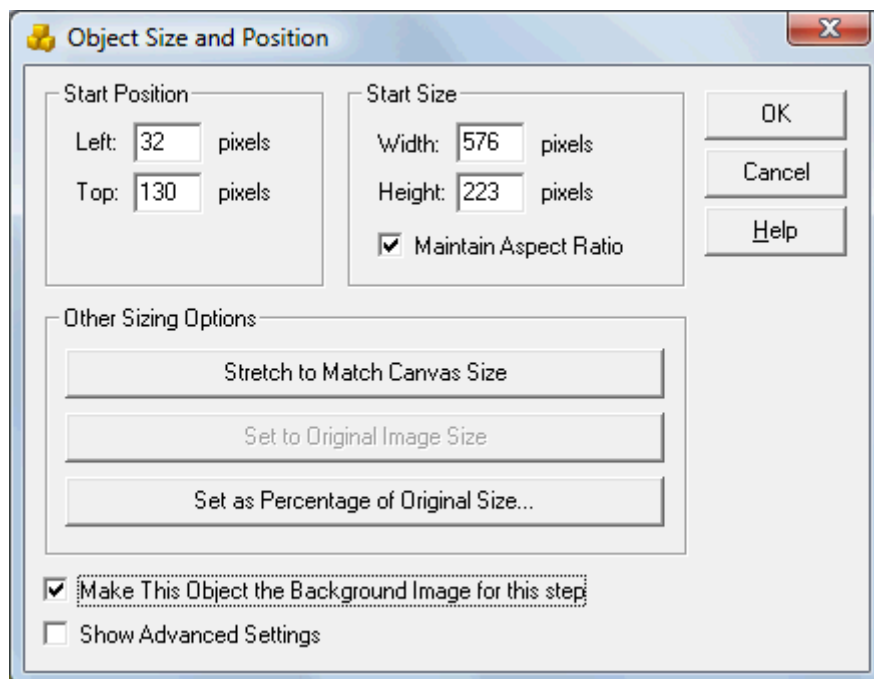
Above, we've created a black rectangle that we want to be the background for this slide.

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Once imported, or created, use the **Pos** or **Size** button in the toolbar along the bottom of the screen to show this dialog box:



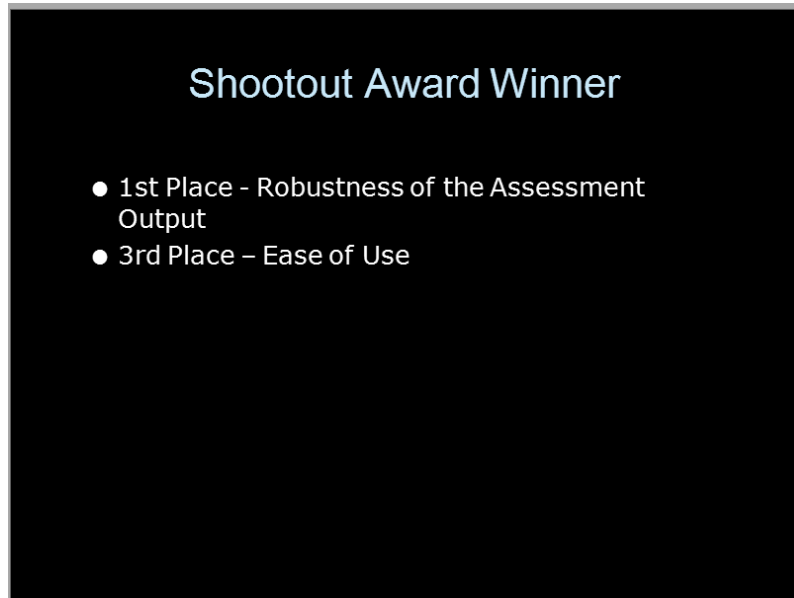
From this dialog box, select the **Make This Object the Background Image for this step** option.



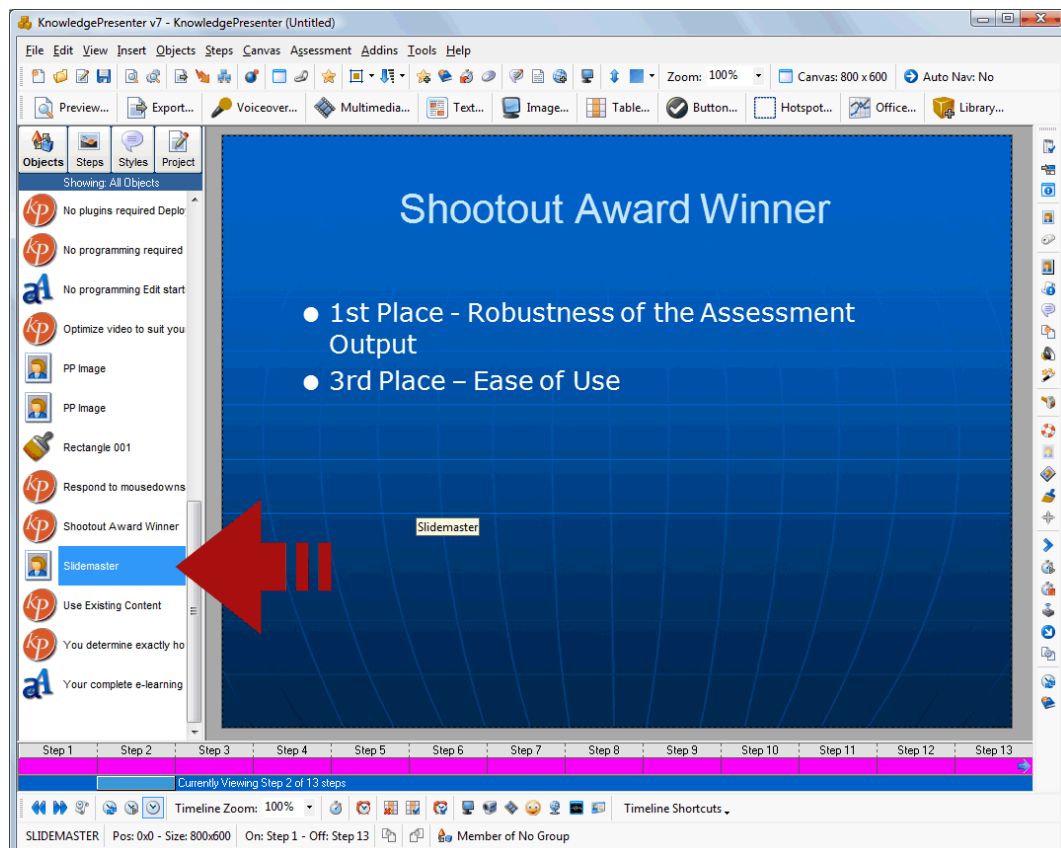
Click on **OK**.

When you return to KP, this object has been stretched to the canvas size, has been moved to the back of the layers, and has been locked. It may appear something like this:

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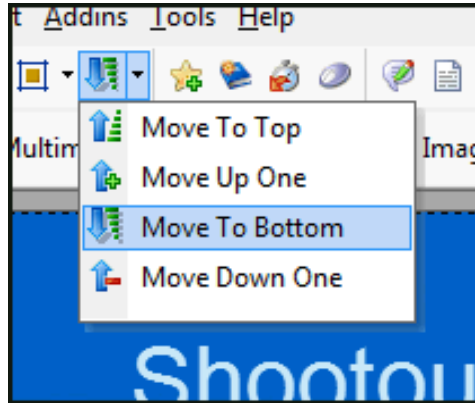
If nothing appears to have changed, you may have to perform one more step. This will depend on the exact version of KP you have, and whether you had a placeholder in use when importing the presentation. If it looks like the image below (i.e. nothing has changed, or the rectangle has just 'disappeared', then from the *Objects list* on the left hand side of the screen, select the Object called **Slidemaster**.



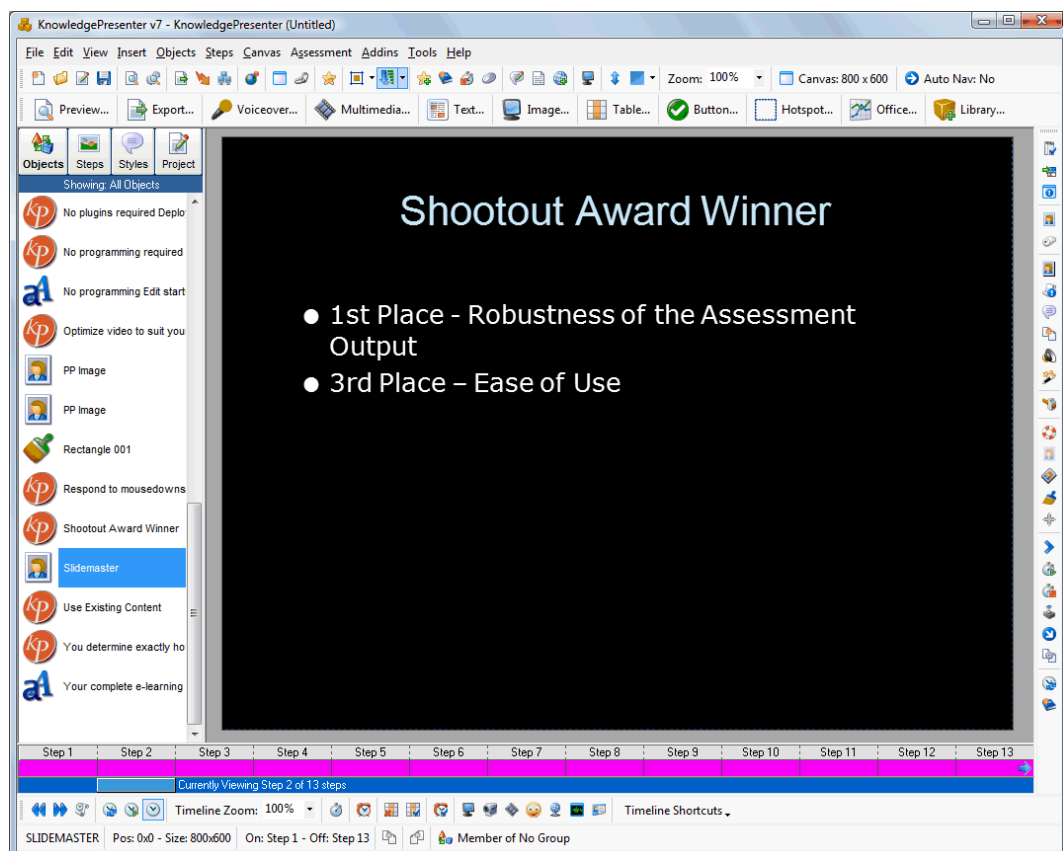
Above, we've selected the object called **SlideMaster** from the *Objects List*.

Then select the **Move to Bottom** command from the top toolbar.

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You then have a new background just for this slide.



Why not import as images?

It is true that it is much easier to edit objects if you import the lesson so that all objects are editable. But, if the PowerPoint presentation is complete, and it is vital that the lesson looks exactly as it did in PowerPoint, when importing the presentation, use the **Option 2 – Each Slide as an Image** when importing (this is explained near the top of this document).

This ensures that lesson will basically look exactly as it did in PowerPoint.

But you can also apply interaction.

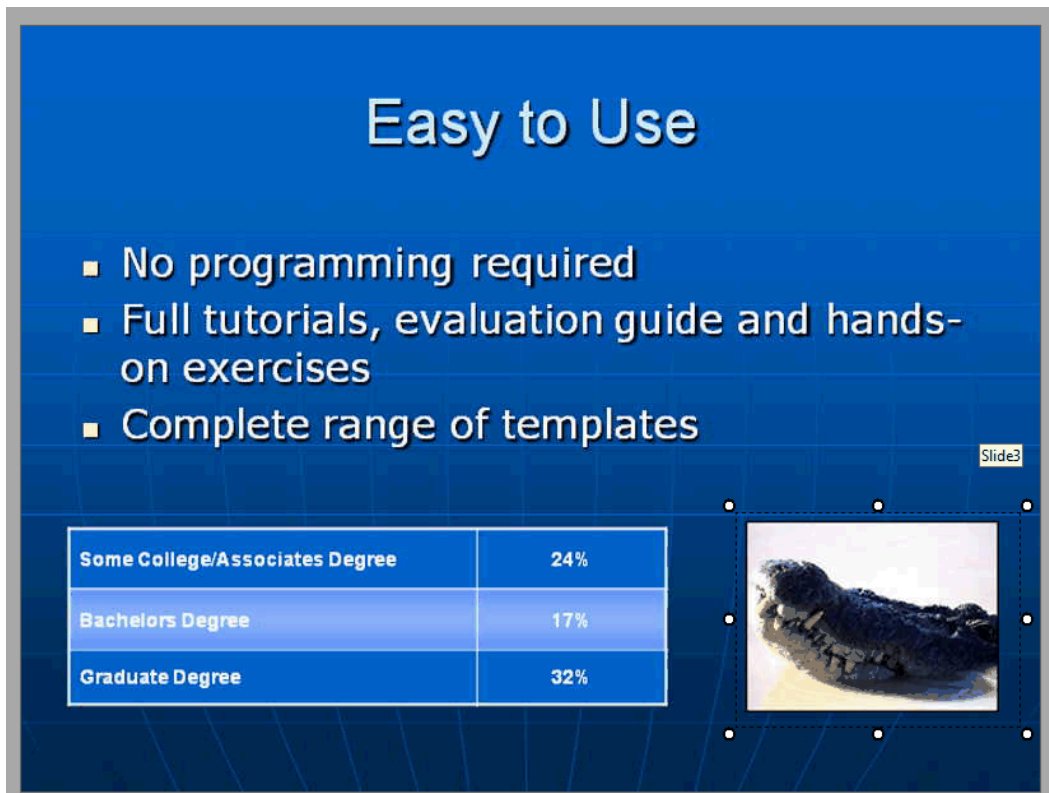
You can also add new objects, such as videos, more text, other images, and much more.

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If you want to display a message when a user clicks on a certain part of a slide, for example, you simply create a hotspot over that area, and add events to this hotspot. Because the user never sees the hotspot, it appears to them that they are interacting with the original PowerPoint presentation.

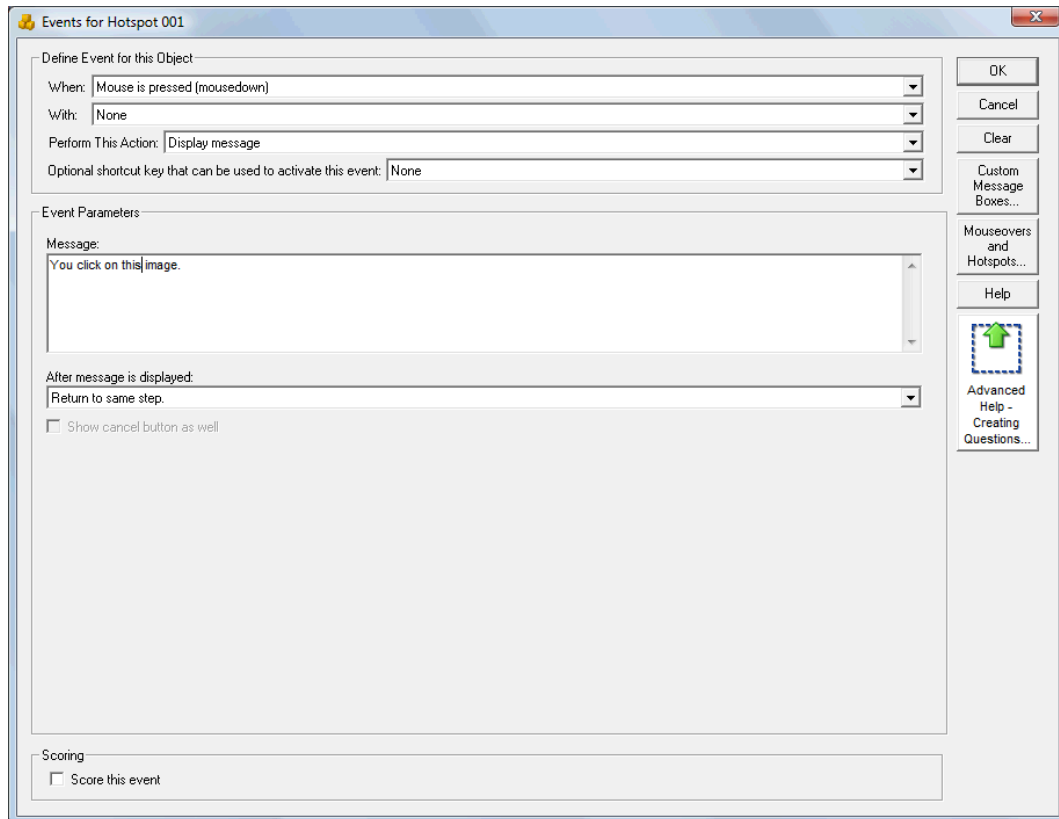


Here we've imported a PowerPoint presentation as a series of images. Above, we are looking at slide 3. This is one image, even though it appears to be several. And it is identical to the original PowerPoint presentation.

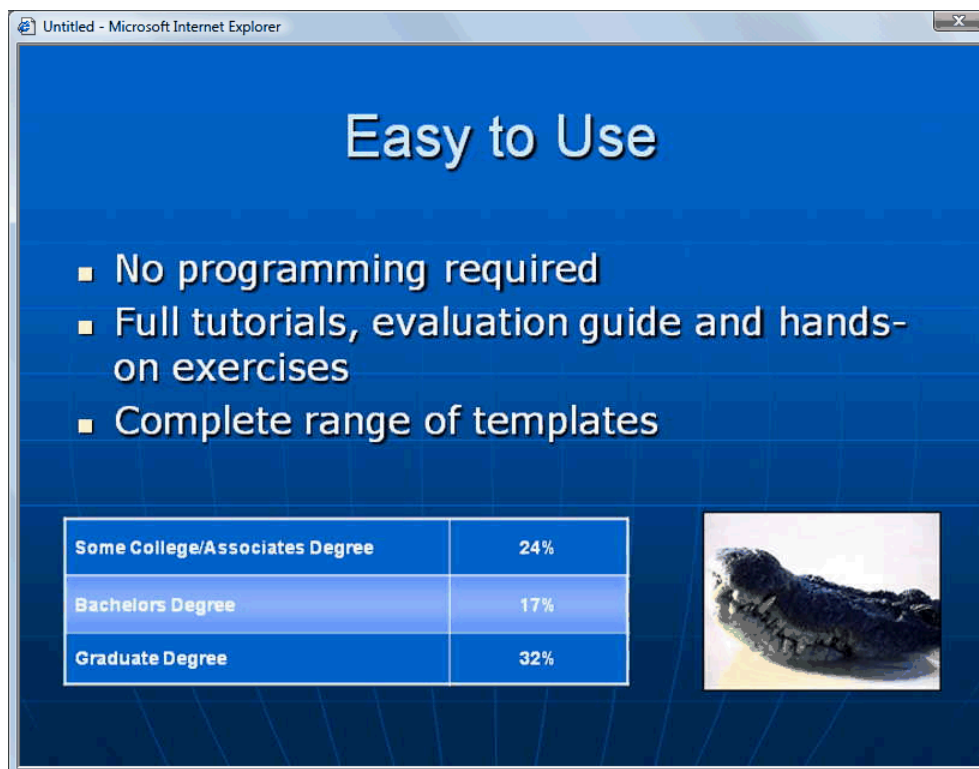


Here we've created a hotspot over the image.

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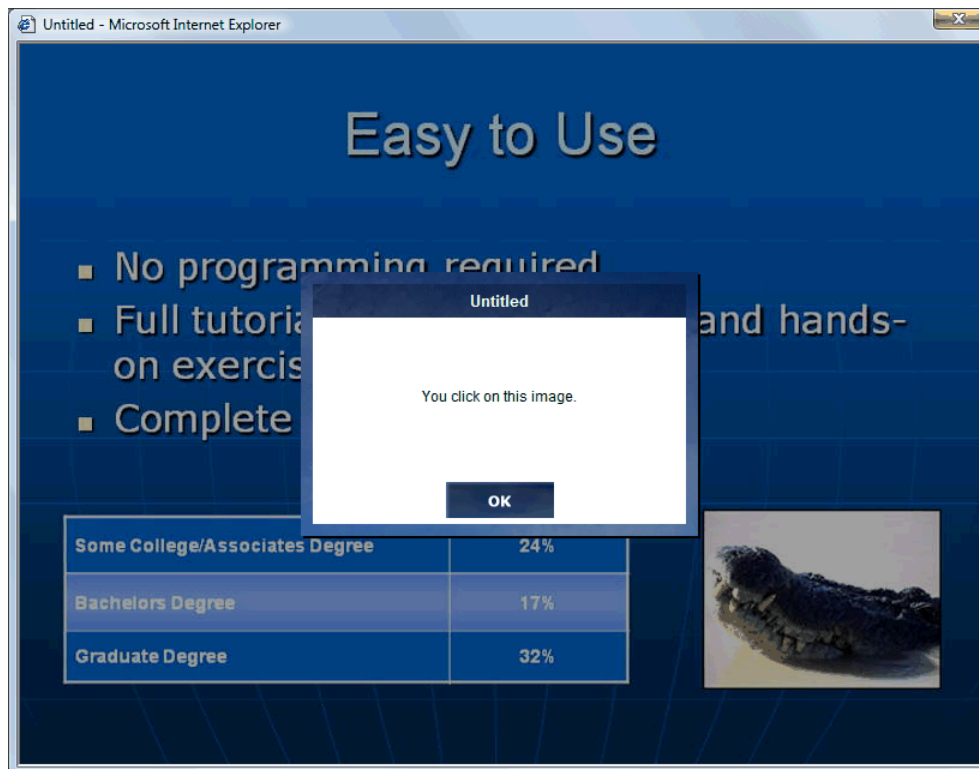


We then create a **Display Message** event over this hotspot (**Objects / Event**).



Here the lesson is, running in a browser (again, exactly as it was in PowerPoint, and exactly as it appeared on the KP canvas).

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The user clicks on the image, and the event (Display Message), is activated. Remember you could add any number of hotspots, or new objects to this or any step in the lesson.

Hints for creating PowerPoint Presentations that will be imported into KnowledgePresenter

Sometimes you don't have the luxury of creating the PowerPoint document from scratch to import into KnowledgePresenter. But if you do, here are some guidelines that will make importing a much more successful task.

Different Font Sizes

KP does not allow different font sizes in the same text object (excepting for bullets). So if you need different font sizes on a slide, in PowerPoint, create headings, footers, main text in separate text objects for best results.

Multimedia

KP will not import the video, or sound effects from PowerPoint presentations. Imported, and recorded audio, however, will generally import fine.

KnowledgePresenter has very strong multimedia support, and will be able to import almost all standard video or audio formats. So you can combine multimedia once the presentation has been imported into KnowledgePresenter.

Events

KP has a much stronger event model than PowerPoint (basically, when the user does *this*, the lesson does *that*). So save any interactions you want to add for KnowledgePresenter itself. Simple interaction that you can apply in PowerPoint, such as hyperlinks to external documents, or links to other slides, will import fine.

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Original Images

Some images suffer when going into PowerPoint, and then into KP. If you have original images (screen shots are a perfect example), remember that these can be imported directly into KP after the PowerPoint presentation has been imported. You will get best results this way. But there is no real need to take this step unless you think the image quality is poor.

Number of Slides

This is more of a philosophical issue, as well as a technical one. If you have too many slides in a PowerPoint lesson, this will not translate well to an interactive presentation. Ideally, interactive learning objects should not last more than 10-15 minutes – at most. If you have more than a hundred slides, split it up into two presentations, or more, and create separate lessons in KnowledgePresenter to import these presentations into.

This makes you less frustrated importing and editing the lesson, and the user less frustrated, as they are much more easily able to locate information they require, in shorter time spans.

Sample PowerPoint Presentation

Want to try a sample PowerPoint to see some of the best ways to set them up for use in KnowledgePresenter? Download <http://www.knowledgepresenter.com/samplepp.ppt> and give it a try.

Creating Questions and Other Interactions in PowerPoint

We have another white paper – available at <http://www.knowledgepresenter.com/kpuniversity/X/whitepapers/PowerPoint%20Developers%20Guide.pdf>, that covers how you can use PowerPoint to create interaction.

In this paper, we look at some of the ways you can set up PowerPoint presentations to take advantage of the power and feature set of KnowledgePresenter directly in PowerPoint, in preparation for import into KnowledgePresenter.

Alternatively, go to **KnowledgePresenter University** (<http://www.knowledgepresenter.com/kpuniversity>), select the **White Papers** option, and select the **PowerPoint Developer's Guide**.